

UNLAWFUL HARASSMENT POLICY

EEO Harassment

Douglas County Libraries (the “Library”) strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over electronic media such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual’s movements.

This applies to all Library employees, including managers, supervisors, co-workers, and non-employees such as Board of Trustees members, volunteers, customers, vendors, and consultants.

Retaliation against an employee for filing a complaint under this requirement or for assisting in a complaint investigation is prohibited. If any staff member perceives retaliation for their participation in an investigation, they should contact their supervisor or the Human Resources department immediately. The situation will be promptly investigated by the Human Resources department. Additional details can be found in the Library’s Employee Handbook.