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| <b>Guernsey Memorial Library Policies</b> | Equal Opportunity/<br>Anti-Discrimination |
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| <b>Date Issued: 8/8/2019</b> | <b>Last Revised:</b> | <b>Page: 1 of 1</b> |
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## Equal Employment Opportunity and Anti-Discrimination Policy

The Library recognizes that one of its responsibilities is to provide job opportunities and employment in a non-discriminatory manner. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Library will be based on merit, qualifications, and abilities. The Library does not discriminate in employment opportunities or practices on the basis of race, color, creed, sex, national and ethnic origin, age, disability, political affiliation, religious affiliation, or any other characteristic protected by law. No employee or applicant for employment with the Library shall in any way be favored or discriminated against for any of these reasons.

The Library shall take the necessary action to eliminate equal opportunity barriers and to prohibit discrimination and/or preferred treatment concerning any individual on the basis of race, color, creed, sex, national and ethnic origin, age, disability, political affiliation, religious affiliation, or any other characteristic protected by law (except where physical requirements constitute a bona fide occupational qualification necessary for proper and efficient functioning on the job); and, on the basis of any other non-merit factor. Equal employment opportunity, free of discriminatory practices, shall be enforced in all facets of employment including, but not limited to, recruitment, testing, promotion, terms and conditions of employment, compensation, benefits, training, discipline, appeals, layoffs, and terminations.

Any employees or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring their issues to the attention of the employee's supervisor or the Library Director as soon as possible. The Library cannot solve a problem unless it knows about it. If an employee or applicant is uncomfortable reporting his/her concern to his/her supervisor or the Library Director, the employee or applicant may report the concern to any Library Trustee.

Supervisors or Library Board Members receiving complaints about discrimination shall immediately report those complaints to the Library Director. Supervisors and any other employees who witness any type of behavior that they believe may constitute discrimination should immediately report such behavior.

Employees and applicants can raise concerns and make reports without fear of reprisal or retaliation. The Library will not retaliate, or allow retaliation, against any employee or applicant who complains of discrimination, assists in an investigation of possible discrimination, or files an administrative charge or lawsuit alleging discrimination.

The Library will not tolerate discrimination against any employee or applicant. All allegations of discrimination will be quickly and discreetly investigated. To the extent possible, the identity of those involved will be protected against unnecessary disclosure. When the investigation is completed, the involved parties will be informed of the outcome. Any employee found to be engaging in any type of discrimination that violates this policy will be subject to disciplinary action, up to and including termination of employment.

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| <b>Revision approved by Board:</b> | <b>Notes:</b> |
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