

Attachment E – 01/09/18

State Required Update Of Sexual Harassment Policy (updates in yellow)

Rolling Meadows Library Employee Handbook

703 Sexual and Other Unlawful Harassment

Updated: 12/05/17

RML is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments by an employee, patron, or other visitor to RML based on an individual's race, ethnicity, color, religion, sex, sexual orientation, health condition, national origin, age, disability, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her Department Director. If the Department Director is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Executive Director, Board President, or any other member of the Board or management. Employees can raise concerns and make reports without fear of reprisal as per the protections afforded under the Illinois Whistleblower Act and the Illinois Human Rights Act.

Employees also have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Any member of the Library Board or Library management who becomes aware of possible sexual or other unlawful harassment should promptly advise the Executive Director or Library Board President so that the matter can be dealt with in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Anyone knowingly making a false report of sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.