

Antidiscrimination Policy

Prohibition of Unlawful Discrimination

In accordance with applicable law, the Library fully endorses local, state, and federal laws regarding discrimination related to employment or access to its programs and actively promotes full access to employment and to its programs, regardless of gender, race, color, national origin, ancestry, religion, creed, physical or mental disability, age, genetic information, sexual orientation, as protected by federal, state or local law. Unlawful discrimination will not be tolerated. The Library is committed to taking all reasonable steps to prevent discrimination from occurring.

The Library's Reporting Procedure

If any employee believes he/she has been discriminated against, or is aware of discrimination against others, that person should provide a written statement to his/her supervisor, to any other manager, or to the **[Executive Director of the Library]**, as soon as possible. If any patron, or other individual believes he/she has been discriminated against, or is aware of discrimination against others, that person should provide a written statement to the **[Executive Director of the Library]**, as soon as possible. If the complaint concerns the actions of the Executive Director, the written statement should be submitted to **[the President of the Library Board]**. The statement should include details of the incident(s), the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (notes, pictures, cartoons, etc.). All incidents of discrimination that are reported will be investigated. The Library will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible, consistent with a thorough investigation.

Protection Against Retaliation

Applicable law also prohibits retaliation against any individual by an employee or by the Library for reporting, filing, testifying, assisting, or participating in any manner in any investigation, proceeding or hearing conducted by the Library, or a federal, state, or local enforcement agency. Employees or other individuals should report any retaliation to a supervisor, any manager, or to **[Executive Director of the Library]**. Any complaint will be immediately, objectively, and thoroughly investigated in accordance with the investigation procedure outlined above. If a report of retaliation is substantiated, appropriate action, up to and including discharge for employees, will be taken.

Adopted by the Library Board of Trustees – August 13, 2012