

Anti-Discrimination Policies

10.01 Equal Employment Opportunity Policy

Spokane County Library District is an equal employment opportunity employer. All terms, conditions, and privileges of employment, including hiring, promotions, transfers, compensation, benefits, layoff, discipline, and work assignments in the Library District shall be made without regard to race; color; religion; sex; sexual orientation; marital status; national origin; age; genetic information, disability; honorably discharged veteran or military status; or any other classification protected under federal, state, or local law.

10.02 Disability Discrimination Prohibited

It is the policy of the District to comply with the Americans with Disabilities Act, the Washington Law Against Discrimination, and any other applicable state and local laws that prohibit discrimination against an applicant or employee with a disability. The District will reasonably accommodate qualified individuals with disabilities provided such accommodation does not cause an undue hardship to the District.

10.03 Life-Threatening/Communicable Diseases

Employees with life threatening illnesses or communicable diseases will be treated the same as all other employees whenever possible. They may be permitted to continue working as long as they are able to perform their essential job functions, with or without reasonable accommodation, and they are not a direct threat to the general public, themselves, or their co-workers. The District will work to ensure the safety of all its employees. It reserves the right to take necessary and appropriate job-related action when a substantial or unusual safety risk to fellow District employees, or the public, exists.

10.04 Anti-Harassment Policy

It is the District's policy to foster and maintain a work environment free from discrimination and harassment. Consequently, the District will not tolerate harassment of any kind in its employees' day-to-day communication with co-workers, supervisors, or members of the public. Employees are expected to show respect for each other and the public at all times, despite individual differences.

Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee or member of the public based on a classification protected by law.

Examples of prohibited conduct include threats or intimidations, slurs or demeaning comments to employees or members of the public relating to race, color, religion, gender, sexual orientation, marital status; national origin, age, genetic information; disability, honorably discharged veteran or military status; or any other protected characteristic.

Employees engaging in improper harassment are subject to disciplinary action, depending upon the circumstances, up to and including termination. Managers or supervisors who know, or should have known of such conduct, and who can be shown to have failed to take appropriate action to eliminate the conduct, may be subject to disciplinary action up to and including termination.

10.05 Sexual Harassment Prohibited

Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment is also inappropriate and offensive and will not be tolerated by the District.

Sexual harassment is behavior of a sexual nature, or gender-based behavior, that is unwelcome. Examples of Sexual Harassment include verbal behavior such as unwanted sexual comments, suggestions, jokes, or pressure for sexual favors; non-verbal behavior such as suggestive looks and leering; and physical behavior such as pats or squeezes, or repeatedly brushing against someone's

body. Other conduct may also constitute sexual harassment depending upon given facts and circumstances.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment that unreasonably interferes with an individual's work performance.

Any employee engaging in improper sexual harassment will be subject to disciplinary action, depending upon the circumstances, up to and including termination. Managers or supervisors who know, or should have known of such conduct, and who can be shown to have failed to take appropriate action to eliminate the conduct, may be subject to disciplinary action up to and including termination.

10.06 Filing a Discrimination or Harassment Complaint

Each member of management (supervisors, managers, and the Director) is responsible for creating an atmosphere free of discrimination, and/or harassment, in all its forms. Furthermore, employees are expected to treat their co-workers and others, including the customers they serve, with respect. Any employee who believes he/she is, or has been, the subject of discrimination and/or harassment, has the obligation to use the District's complaint procedure to file a complaint.

If possible, the employee should try to identify the offensive behavior to the harasser and request that it stop. In the event such informal direct communication is either ineffective or not practicable, the employee should discuss his/her concerns with either the immediate supervisor, or manager, as appropriate.

Any employee who believes that a supervisor's, another employee's, or a non-employee's actions or words constitute unwelcome harassment has the responsibility to report or complain about the situation as soon as possible. At the employee's discretion, such complaints should be directed to the employee's immediate supervisor, manager, Human Resources Manager, or the Director.

The District will endeavor to investigate all complaints promptly. When requested, the Human Resources Manager will assist in the investigation; otherwise, it will typically be assigned to a supervisor or manager. The District will endeavor to complete the investigation within ten business days from receipt of the complaint. Every effort should be made to keep the investigation impartial and confidential.

If an investigation shows the accused employee did engage in improper harassment or discrimination, the employee will be subject to disciplinary action, up to and including termination. If the investigation reveals the complaint was intentionally false and malicious and/or an employee has been dishonest, disciplinary action, up to and including termination, may be taken.

Managers or supervisors who know, or should have known that harassment or discrimination was occurring, and who failed to take appropriate action, are subject to disciplinary action up to and including termination.

Retaliation against any employee for filing a discrimination complaint, participating in an investigation, or engaging in activities protected by federal or state law or District policy, is strictly prohibited.