

**POLICY: HR10 – Harassment & Bullying**

APPROVAL DATE: 01/01/1982

REVISION DATE: 09/20/2022

**Purpose**

To set forth the District's policies on harassment and bullying.

**Scope**

Applies to all District employees and volunteers

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Spokane County Library District is committed to a work environment where everyone is treated with respect and dignity. Every individual has the right to work in a professional atmosphere that is free from discrimination, harassment, and bullying. The District will not tolerate unlawful discrimination, harassment or bullying of any kind.

**10.01 Harassment**

Workplace Harassment is defined by the U.S. Equal Employment Opportunity Commission (EEOC) as repeated, inappropriate, unwelcome, or offensive conduct or speech directed toward individuals – or their relatives, friends, or associates – because of their race, color, national origin, gender, gender identity, sexual orientation, religion, disability, or age. The conduct or speech must be serious and frequent enough to create a hostile, intimidating, or offensive work environment; unreasonably interfere with an employee's work performance; or negatively affect a person's employment opportunities, benefits, or rights.

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.

**Sexual Harassment**

Sexual harassment is unlawful under Title VII of the Civil Rights Act of 1964. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature... when... submission to or rejection of such conduct is used as the basis for employment decisions... or such conduct has the purpose or effect of... creating an intimidating, hostile, or offensive working environment."

Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment of any kind and the District will promptly investigate all allegations of harassment. Employees found to have engaged in harassing behavior will be subject to disciplinary action up to and including termination. Managers or supervisors who know, or should have known of such conduct, and failed to take appropriate action or notify the Human Resources Director may be subject to disciplinary action 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.

**10.02 Bullying**

Workplace bullying is defined as persistent verbal or physical conduct, or abuse of power designed to upset, threaten, humiliate, intimidate or coerce, as well as verbal taunting, in which the employee's opinion impairs their ability to perform their job.

This policy prohibits bullying of any kind and the District will promptly investigate all allegations of bullying. Employees found to have engaged in bullying behavior will be subject to disciplinary action up to and including termination.

Managers or supervisors who know, or should have known of such conduct, and failed to take appropriate action or notify the Human Resources Director may be subject to disciplinary action up to and including termination.

### **10.03 Filing a Complaint**

Any employee who believe they are or have been the subject of harassment or bullying should file a complaint with the Human Resources Director or Executive Director.

The Human Resources Director or designee will investigate all complaints promptly. The District will endeavor to complete the investigation within ten business days from receipt of the complaint.

### **10.04 Retaliation**

Retaliation is defined as behavior directed at a complainant or witnesses that is hostile or otherwise discourages an individual from making a complaint or engaging in other forms of protected activities. This includes retaliation for inquiring about rights under this policy, reporting or complaining about possible violations or assisting in an investigation.

Retaliation against any employee for filing a complaint, participating in an investigation, or engaging in activities protected by federal or state law or District policy, is strictly prohibited Any employee found to have engaged in such behavior may be subject to discipline 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.

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The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.