

SEXUAL HARASSMENT POLICY

It is the policy of the Montana State Library to prohibit and discourage sexual harassment.

Each supervisor has an affirmative duty to maintain the working environment free from sexual harassment. This duty includes discussing this policy and the state policy (3-0620 attached) with all employees and assuring them that they are not required to endure or be subjected to insulting, degrading, or offensive sexual treatment.

Specifically, sexual harassment is deliberate and/or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which are unwelcome.

No supervisor shall threaten or insinuate either explicit or implied actions(s) that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, classification (grade or step), assigned duties, or any other condition of employment or career development.

Other sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, is also prohibited. Such conduct includes but is not limited to: unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic verbal or visual comments about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace of sexually suggestive objects or pictures.

It is the policy of the Montana State Library Commission to take direct and immediate action when informed of alleged violations and enforce the full range of liability and protection created by Title VII and the Montana Human Rights Act.

Mike Schulz, Chair
Montana State Library Commission

Date

Karen Strege
State Librarian

Date

Adopted by State Library Commission
October 13, 1999

PROCEDURE FOR REPORTING AND RESOLVING SEXUAL HARASSMENT COMPLAINTS

Any employee or applicant who believes that he or she has been the subject of sexual harassment should report the alleged act immediately to the appropriate supervisor. Supervisors should make every effort to insure that complaints of sexual harassment are resolved promptly and effectively and notify the State Librarian of the alleged act.

If the employee is not satisfied with the action taken by the supervisor, the supervisor should advise the employee to bring the complaint to the Montana State Library EEO Officer. The complaint will be investigated by the EEO Officer and the employee will be advised of the findings and conclusion. A copy of the report will be given to the appropriate supervisor and the State Librarian.

All actions taken to resolve complaints of sexual harassment through internal investigation shall be conducted confidentially.

Any employee who is found after appropriate investigation to have engaged in sexual harassment of another employee or applicant for employment will be subject to appropriate disciplinary action, up to and including discharge.