

## Walton & Tipton Township Public Library Harassment Policy

### Introduction

Walton & Tipton Township Public Library (“Library”) is committed to maintaining an environment free from bullying and harassment, which can be a form of workplace discrimination. All employees have a right to work in an environment free from bullying or harassing conduct, including sexual harassment. The Library requires that all employees (including contractors) refrain from bullying or harassing anyone, including coworkers, members of the public, vendors, and clients.

### Policy Statement

1. This policy applies to all employees (including contractors) and to non-employees who bully or harass others on company time or property.
2. The Library will not tolerate harassment of any kind. A confirmed complaint of harassment will result in disciplinary action, up to and including termination.
3. This policy will be distributed to all current employees and posted in a prominent location in the workplace. The policy also will be distributed to new employees during orientation.
4. Individuals who report bullying or harassment in good faith are protected from retaliation by the Library or any employee of the Library. Retaliation includes but is not limited to employee discipline, discharge, further acts of discrimination, or other adverse actions when those acts are intended to punish an employee for reporting harassment, opposing discrimination, or filing or assisting with a complaint to local, state, or federal antidiscrimination agencies.
5. The Library will promptly investigate complaints of bullying, harassment, or retaliation. Such investigations will be fair and impartial. All employees of the Library are required to cooperate with investigations of workplace bullying, harassment, or retaliation.

### Definitions

**Bullying** is verbal or physical conduct that seeks to harm, intimidate, or coerce another person. Bullying is not necessarily based on a person's membership in a protected category like race, sex, age, or disability, among others.

**Harassment** is persistent and unwelcome conduct because of any of the bases protected by law (race, sex, age, disability, etc.). Harassment exists whenever:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

**Sexual harassment** is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes the repeated making of unsolicited, inappropriate gestures or comments and the display of sexual materials not necessary for our work.

### **Recognizing Harassment**

It is impossible to list every type of behavior that can be considered bullying or harassment in violation of this policy. In general, any conduct that could interfere with an individual's work performance or create a hostile work environment is forbidden. This is the case even if the offending employee did not mean to be offensive – employees must be sensitive to the feelings of others. Even mild offensive conduct can be considered bullying or harassment if someone has made it clear that it is unwelcome. Some examples include:

**Verbal:** Jokes, insults, and innuendoes; threats; degrading sexual remarks; whistling; cat calls; comments on a person's body or sex life; or pressures for sexual favors; participating in derogatory or insulting gossip.

**Non-Verbal:** Intimidating or confrontational body language; gestures, staring, touching, hugging, or patting; blocking a person's movement; standing too close; brushing against a person's body; display of sexually suggestive or degrading pictures; racist or other derogatory cartoons or drawings.

### **Employee Responsibilities**

Employees who experience, witness or suspect bullying or harassing behavior must report the behavior to the Director or to a Board of Trustee member if their Director is involved in the bullying or harassment. Employees who feel comfortable directly intervening in situations where they perceive bullying or harassment are encouraged to do so.

### **Director Responsibilities**

When the Director receives a complaint of bullying or harassment, who observes such behavior, or suspects that such behavior is occurring has a duty to investigate the behavior and address it as necessary, or to report such suspected harassment to a Board of Trustee member.

In addition to being subject to discipline if they engage in harassing conduct, the Director is subject to discipline for failing to report suspected harassment or otherwise knowingly allowing harassment to continue, or for engaging in retaliation, or for failing to report retaliatory acts.

### **Complaint and Investigation of Harassment**

The Library takes all reports of harassment seriously. The Library will promptly and thoroughly investigate any complaint, information, or knowledge of harassment. The investigation will be as confidential as possible. All persons involved, including complainants, witnesses, and alleged perpetrators may be required to cooperate in an investigation, will receive fair and impartial treatment, and will not be subject to retaliation for information disclosed to the Library.

The Library will take any interim actions necessary to protect complainants from further acts of bullying, harassment, or retaliation during the investigation. The Library may review documents, interview employees, or take whatever investigatory steps it deems necessary to determine whether harassment occurred.

The Library will notify the complainant of the outcome of the investigation, although the Library may decline to reveal specific disciplinary actions taken where there are confidentiality issues with such disclosures.

**External Remedies Available**

Harassment because of a protected characteristic (race, sex, age, disability, etc.) is illegal under applicable local, state, and federal laws. Aside from the Library's internal process, employees may choose to pursue legal remedies with appropriate governmental entities at any time, including:

**Indiana Civil Rights Commission**

[Indiana Government Center North](#)

100 N Senate Ave # N300, Indianapolis, IN 46204

(317) 232-2600

**Equal Opportunity Commission**

[Hyatt Regency Indianapolis](#)

101 W Ohio St Suite 1900, Indianapolis, IN 46204

(317) 226-7212

**Resolution to Adopt Walton & Tipton Township Public Library  
Harassment Policy**

**WHEREAS**, the Board of Trustees of the Walton & Tipton Township Public Library recognizes the responsibility to the residents and taxpayers of the district to maintain a Harassment Policy.

**WHEREAS**, the Board of Trustees of the Walton & Tipton Township Public Library recognizes the responsibility to the Walton & Tipton Township Public Library employees that a Harassment Policy is to remain in effect.

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of the Walton & Tipton Township Public Library hereby adopts a Harassment Policy.

**DULY ADOPTED** by the Board of Trustees of the Walton & Tipton Township Public Library at its regular board meeting held on the **12<sup>th</sup> day of May, 2026**, at which meeting a quorum was present:

**NAY**

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Carol Dutchess, President

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Jennifer O'Neal, Vice President

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Joan Davis, Secretary

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Jeff Leffert

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Anne Robison

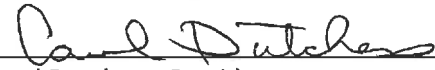
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Paulette Sipe

\_\_\_\_\_  
Paul Wines

**ATTEST:**

  
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Joan Davis, Secretary


**AYE**

  
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Carol Dutchess, President

  
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Jennifer O'Neal, Vice President

  
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Joan Davis, Secretary

  
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Jeff Leffert

  
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Paul Wines