

## RESPECTFUL WORK ENVIRONMENT

**Purpose:** To promote a respectful, productive, and professional work environment of diverse people that is free of all forms of unlawful discrimination, including discriminatory harassment, by adhering to all applicable federal, state, and local laws.

**Policy:** The Urbana Free Library will not tolerate verbal or physical conduct by any employee that results in harassment or intimidation of a fellow employee; that disrupts, or interferes with another's work performance; or creates an offensive or hostile work environment.

The Urbana Free Library is committed to maintaining a culture that promotes the prevention, detection, and elimination of any and all forms of harassment directed at individuals because of their race, color, creed, class, national origin, religion, gender, age, marital status, physical or mental disability, personal appearance, sexual orientation/identity, family responsibilities, political affiliation, or any other legally protected group status.

As such, any employee, supervisor, or manager who

- retaliates against an employee who reports a possible violation of this policy;
- interferes with an investigation of harassment;
- threatens, promises, or insinuates, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment; or
- violates this policy in any way

will be subject to appropriate disciplinary action, up to and including termination.

Adopted March 8, 2016