

## 5.7 Harassment

The Town of Coaldale Library Board promotes an environment in which all people respect one another. Any act of harassment within the Library will not be tolerated. Any person within the Library will not subject any person to harassment or allow or create conditions that support harassment.

Harassment occurs when a person is subjected to unwelcome verbal or physical conduct.

Harassment is not normal management exercise by the Head Librarian of day-to-day operations, which includes, but is not limited to: performance assessment, assignment of tasks and feedback, reference checks, progressive discipline, and termination.

1. A reasonable belief of imminent physical harm to a person in the Library will be immediately reported to the RCMP by the Library supervisor.
2. A person experiencing or witnessing harassment in the Library is to report the incident to the Library supervisor or designate. An incident report, signed by the complainant, will be produced.
3. The Head Librarian must investigate each reported incident of harassment and document each incident.
4. The Head Librarian will address a reported incident with the alleged offender.
5. If harassment continues after being addressed by the Head Librarian, the Head Librarian will provide a written report to the Board of the initial incident, the steps taken to address the incident, and subsequent incidents.
6. Library employees or volunteers perpetrating harassment will be subject to disciplinary action which may include dismissal.
7. Patrons perpetrating harassment may be subject to temporary or permanent withdrawal of services.
8. No action will be taken against a person making a complaint of harassment unless the complaint is made maliciously or without credible grounds.
9. At least once every fifteen months the Head Librarian will hold an information session to review with employees and staff manifestations of harassment, Library procedures, and assistance to victims.