

Darwin R. Barker Library and Museum Association Sexual Harassment Policy

Darwin R. Barker Library and Museum Association is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. Darwin R. Barker Library and Museum Association will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favors

Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker

- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone, text or by email)

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their gender and of the gender of the harasser. Darwin R. Barker Library and Museum Association recognizes that sexual harassment may also occur between people of the same gender. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Darwin R. Barker Library and Museum Association recognizes that sexual harassment often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee. Anyone, including employees of Darwin R. Barker Library and Museum Association, patrons, volunteers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place within the Darwin R. Barker Library and Museum premises or outside, including at social events, business trips, training sessions or conferences sponsored by the Darwin R. Barker Library and Museum Association.

Complaint procedures

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. Darwin R. Barker Library and Museum recognizes that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser. If a victim cannot directly approach an alleged harasser, he/she can approach the library director or staff member responsible for receiving complaints of sexual harassment. When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)

- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the library's procedures for dealing with the complaint discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim
- ensure that the victim knows that they can lodge the complaint outside of the library through the relevant country/legal framework

Sanctions and disciplinary measures

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- reduction in wages
- demotion
- suspension
- dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

Implementation of this policy

Darwin R. Barker Library and Museum Association will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff handbook. All new employees and regularly scheduled volunteers must be trained on the content of this policy and participate in the NYS sexual harassment training course as part of their onboarding to the Association. Annually, the Darwin R. Barker Library and Museum Association will require all employees and volunteers to attend a refresher of the aforementioned training course on the content of this policy. It is the

responsibility of every manager to ensure that all his/her employees and volunteers are aware of the policy.

Monitoring and evaluation

Darwin R. Barker Library and Museum Association recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective. Those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, the company will evaluate the effectiveness of this policy and make any changes needed.

Revised 8/31/2023 – added specific training requirements for volunteers, updated to include Museum

Adopted 10/18/2023