

Michigan Library Association strives to maintain a pleasant working environment for all of our Employees free from intimidation, humiliation, and insult. Harassment on the basis of any lawfully protected characteristic, which includes race, color, religion, gender, sex, pregnancy, national origin, age, disability, height, weight, and marital status or sexual orientation, will not be tolerated.

Definition

Harassment is defined as verbal or physical conduct or communication when:

1. Submission to the conduct or communication is made either an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct or communication by an individual is used as a basis for an employment decision affecting that individual; or
3. The conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

Examples of prohibited sexual harassment include, but are not limited to: unwelcome sexual advances; requests for sexual favors and other verbal abuse of sexual nature; graphic verbal commentary about an individual's body, sexual prowess or sexual deficiency; sexually degrading, lewd, or vulgar words to describe an individual; leering, pinching or touching a private area of the body; displaying sexual suggestive objects, pictures posters or cartoons.

Examples of prohibited harassment based on characteristics other than sex include, but are not limited to: insults based on a protected characteristic, verbal, written, graphic or physical conduct or communication degrading or hostile to a person based on a protected characteristic.

Reporting a Violation

If an Employee believes that a violation of this policy has occurred, the Employee has an obligation to report the alleged violation immediately, preferably within 48 hours, to their supervisor, the Executive Director, the President of the Association, or another Board Member.

While there is no requirement that the incident be reported in writing, a written report that details the nature of the harassment, dates, times and other persons present when the harassment occurred will help the Association to take effective, timely and constructive action.

An investigation of all complaints will begin promptly.

Investigation

After notification of a complaint, an investigation will be initiated to gather relevant facts about the complaint. An investigation may include interviews of possible witnesses including the person claiming

the harassment occurred, and the person or persons claimed to be involved in or witnesses to the harassment.

The Association will conduct all investigations as confidentially and objectively as possible, to the extent consistent with a thorough investigation and appropriate corrective action.

Resolution

After the investigation has been completed, a determination will be made regarding the appropriate resolution of the matter. The determination will be reported to the Employee who was allegedly subjected to harassment. If the investigation established that harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action, up to and including termination of employment, will be taken to stop the harassment and prevent its recurrence.

Misconduct, including unprofessional or harassing conduct or behavior, will be dealt with appropriately. Responsive action would be at the Association's discretion and could include but would not be limited to counseling, warning, demotion, suspension, reprimand, decrease in pay, reassignment, transfer, or termination of employment.

Good Faith Rule and False Claims

The Association takes all reports of unlawful harassment seriously, and will investigate all alleged violations of this policy. Therefore, Employees are expected to bring violations to the Association's attention in good faith. Good faith means that the Employee has a sincerely held belief, even if erroneous, that this policy has been violated.

No Retaliation

The Association will not tolerate retaliation against any Employee or other person who in good faith reports a violation of perceived violation of this policy, or retaliation against any Employee or other person who participates in any investigation as a witness or otherwise. Retaliation is a serious violation of this policy and is subject to the investigation and corrective measures described in this policy. Any acts of retaliation must be promptly reported to the Executive Director. If the retaliation includes the Executive Director, the report must be made to the President of the Association or another Board member.

Declaration

I have read, understand, and agree to observe MLA's Unlawful Harassment Policy as it is written above.

Name and position within the association

Signature and Date