

Pinnacle Library Cooperative  
Governing Board Anti-Harassment and Anti-Discrimination Policy

I. Introduction

- A. The Pinnacle Governing Board is committed to a collaborative environment in which all individuals are treated with dignity, respect, and courtesy.
- B. This policy applies to all members of the Pinnacle Governing Board and prohibits harassment, discrimination, and retaliation by a board member against fellow board members, employees of the consortium or other libraries, patrons or vendors.
- C. Any board member's behavior that fits the definition of harassment is a form of misconduct.

II. Discrimination

- A. Discrimination consists of actions taken against an individual based on a characteristic protected by law, such as race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, transgendered status, sexual orientation, gender identity, political affiliation or any other category protected by applicable law.

III. Harassment

- A. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, transgendered status, sexual orientation, gender identity, political affiliation, or any other category protected by applicable law.
- B. The Cooperative will not tolerate harassing conduct that affects tangible job benefits, interferes with an individual's work performance, or creates an intimidating, hostile or offensive working environment.
- C. The conduct forbidden by this policy specifically includes, but is not limited to:
  - Epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and
  - Written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of their protected status.

IV. Sexual Harassment

- A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made to fellow board members, an employee of the consortium or other libraries, patrons or vendors where any or all of the following apply:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment.
  - Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual.
  - Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
  - Such conduct has the purpose or effect of substantially interfering with an individual's performance of board duties or creating an intimidating, hostile or offensive environment which to perform board duties.
- B. Sexual harassment, as defined above, may include but is not limited to:
- Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature.
  - Graphic or suggestive comments about an individual's dress or body.
  - Displaying sexually explicit objects, photographs, writings, or drawings.
  - Unwelcome touching, such as patting, pinching or constant brushing against another's body.
  - Suggesting or demanding sexual involvement of another trustee, employee, patron or vendor, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.
  - Electronically sending messages with sexual content (including pictures and video), the use of sexually explicit language, harassment, cyber stalking, and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social media like Facebook and Twitter).

## V. Investigation Procedure

- A. All board members are responsible to help ensure that harassment and discrimination do not occur and are not tolerated.
- B. Alleged harassment by a board member against another board member can be reported to the Chair of the Governing Board. If the Chair is the reporting person or is implicated by the allegation, the report can be made to any other board member. Any report under this section must be referred to legal counsel, who then must appoint a qualified independent attorney or consultant to review and investigate the allegations.
- C. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Cooperative's legal obligations and subject to the need to investigate allegations of misconduct and to take correct action.

D. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant may be subject to appropriate discipline.

VI. Retaliation Prohibited

- A. Reporting harassment or discrimination in an investigation will not adversely affect an individual's status.
- B. Any form of retaliation against a trustee who legitimately reports harassment or discrimination or participates in an investigation is strictly prohibited.
- C. Any board member who retaliates against others for exercising their rights under this policy may be subject to review and censure by the Board.

VII. Resolution Outside Cooperative

- A. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, a complainant has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.
- B. Contact information for the Illinois Department of Human Rights (IDHR), Illinois Human Rights Commission (IHRC), and the United States Equal Employment Opportunity Commission (EEOC) can be found online.

VIII. Appeal and Review

- A. The Pinnacle Governing Board will, from time to time, review the Governing Board Anti-Harassment and Anti-Discrimination Policy and reserves the right to amend it at any time.
- B. Individuals who have questions or concerns about this policy should discuss with the Chair of the Governing Board.