

The Lewes Public Library, Inc.
Adopted by Lewes Public Library Board of Trustees
December 12, 2006

Anti-Discrimination Policy

A. Policy

The Library will maintain a work environment free of discrimination, racial/ethnic harassment, sexual harassment and retaliation for filing a complaint under this policy. Discrimination based on race, ethnic or national origin, sex, sexual orientation, religion, age, ancestry, disability, military status, or veteran status, is prohibited. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this policy whether or not discrimination, racial/ethnic harassment or sexual harassment occurred. Persons who violate this policy are subject to disciplinary action, up to and including dismissal from employment. Employees should report complaints to the office of the Executive Director, and such complaints will remain confidential, to protect the privacy of all parties involved, and to prevent or eliminate discrimination, harassment or retaliation.

B. Definitions

1. Discrimination: Discrimination means treating an individual adversely in employment based on race, ethnic or national origin, sex, sexual orientation, religion, age, ancestry, disability, military status, or veteran status; or maintaining seemingly neutral policies, practices or requirements that have a negative effect on employment without a legitimate, nondiscriminatory reason for the treatment.
2. Racial/Ethnic Harassment: In this policy, racial/ethnic harassment is conduct towards a person or persons on the basis of race, ethnicity or racial affiliation that has the purpose and effect of:
 - a) Creating an intimidating, hostile, or offensive work environment,

- b) Unreasonably interfering with the work environment, personal security, or participation in any activity of the person(s), or
- c) Threatening the employment opportunities of the person(s).

C. Grievance Procedure

Any applicant for employment, employee, or staff who experiences conduct that the person believes constitutes discrimination or racial/ethnic harassment should:

1. Report the complaint to his or her supervisor. However, if that supervisor's conduct is the reason for the complaint, then the conduct should be reported to the next higher level of supervisor; or
2. Report the complaint to the Board of Commissioners.
3. The person receiving the written report shall meet and discuss the complaint with the complainant and then reply to the complainant in writing within three (3) working days. Any complaint, which does not involve the Executive Director, and answer, shall be reported to the Executive Director within the same three (3) working days.
4. In the event the immediate supervisor's decision is not satisfactory to the complainant, the complainant may, within five (5) working days of receiving the supervisor's written reply, present the complaint in writing to the Executive Director. The Executive Director shall confer with the complainant and the supervisor about the complaint within five (5) working days after the complaint is presented and shall present his/her decision to the complainant within ten (10) working days after the conference is held. The Executive Director's decision shall be final, unless an appeal is filed with the Board of Commissioners within ten (10) days. If the complaint was against the Executive Director, the decision by the Board of Commissioners shall be final. The time frames in this section may be extended for reasonable cause or by mutual consent.

12/2006