



NON-DISCRIMINATION POLICY

(December 15, 2016)

A. EQUAL OPPORTUNITY

1. The Marion County Library complies with the Marion County Personnel Policy and provides equal employment opportunity to all persons.
2. The library shall recruit, hire, train, and promote in all job positions without regard to age, race, creed, color, national origin, sex, sexual preference, disability, or marital status of any individual.
3. Compensation and terms, conditions and privileges of employment shall be administered without regard to age, race, creed, color, national origin, sex, disability, or marital status of any individual.
4. The library complies with the Americans with Disabilities Act (ADA) of 1990 by taking steps to make its facilities barrier-free and accessible and making other adjustments to reasonably accommodate library personnel with disabilities.

B. WORKING ENVIRONMENT

1. Discrimination/Harassment
 - a. The library provides a work environment that is free of illegal discrimination and harassment.
 - b. Any library personnel who believes that he or she has encountered discrimination because of age, race, creed, color, national origin, sex, disability, genetic disposition or carrier status, or marital status in connection with his/her employment/service should discuss the problem, or file a written complaint, with the Library Director. The director shall make every effort to resolve the problem informally.
 - c. If the problem is not resolved satisfactorily, the complainant may file a written complaint with the Board of Trustees, which shall hold a hearing within 30 days of receipt of the complaint and render a written decision within 20 days of the hearing.
 - d. If the complainant is unsatisfied with the decision of the board, the complainant may file a formal complaint with the Marion County Judge.
2. Sexual Harassment
 - a. The Marion County Library will not tolerate sexual harassment of its personnel.
 - b. Behavior such as unwelcome sexual advances, requests for sexual favors, insulting or degrading sexual remarks, or other unwelcome statements or



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actions based on sex that create an intimidating, hostile or offensive working environment is unacceptable.

- c. A complaint of sexual harassment, initially, is to be made to the director, who will treat the complaint confidentially and investigate as promptly as possible.
- d. If the complaint is against the director, the complainant(s) may directly contact any board member.
- e. Any complainant(s) must request, and have, as soon as can be scheduled, a meeting with the board in executive (non-public) session before filing a formal complaint with the County Judge.

C. REPORTING UNETHICAL, IMPROPER OR UNLAWFUL BEHAVIOR

1. Any library personnel who observes unethical or improper practices or any other alleged wrongful conduct should report it to the director or any board member, who shall inform the entire board.
2. No adverse action shall be taken in retaliation.

D. GUIDELINES FOR APPROPRIATE CONDUCT

1. All library personnel are expected to follow acceptable business and professional principles in their work, to accept responsibility for the appropriateness of their own conduct, and to exhibit a high degree of personal and professional integrity at all times.
2. The library expects all library personnel to adhere to the following general principles:
 - a. Observe the highest standard of professionalism at all times.
 - b. Perform responsibilities in a manner consistent with library values and ethical standards.
 - c. Comply with all laws, policies and regulations applicable to the library, including maintaining confidentiality of library records and transactions.
 - d. Treat others, including library users, community members, business representatives and other employees, with dignity and respect



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- e. Present a professional image to the public, dressing appropriately for his/her work assignment.

The term "library personnel" applies equally to volunteers as well as paid employees.

Adopted by the Marion County Library Board
15 December 2016

A handwritten signature in blue ink that reads "Judith R. Bearden". The signature is written in a cursive style and is positioned above a horizontal line.

Judith R. Bearden, Chair