

**Northville District Library  
Policy on  
Non-Harassment**

The Northville District Library intends to provide a work environment that is free from discrimination or harassment, in accordance with Federal and State laws. Therefore, it is the policy of the Library to prohibit harassment of employees on any basis including, but not limited to, age, race, color, physical or mental disability, national origin, religion, **creed**, sex, **qualifying disability**, and/or sexual orientation **in all employment practices**.

Such harassment may take the form of slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, sexual advances, requests for sexual favors, and other similar written, spoken or physical contact, which could be reasonably interpreted as creating an intimidating, hostile, or offensive working environment.

**The Northville District Library will neither condone nor tolerate such acts by any employee under any circumstances. Appropriate Corrective action will be taken if any employee is found guilty of harassment.**

Any employee who feels that he/she is a victim of such harassment should follow **the Library's Procedure on Handling Harassment Complaints** which is found in the Library's official procedure manual. The Library will promptly investigate all reports of harassment.

**The Northville District Library will not retaliate against an individual who makes a report of harassment nor permit any trustee or employee to do so.**

**Approved by Board of Trustees Dec. 19, 2002  
Revision approved by the Board of Trustees Dec. 17, 2009  
Revision approved by the Board of Trustees Nov. 20, 2014**