

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

The Northville District Library (“Library”) intends to provide a work environment that is free from unlawful harassment.

**Definition.** Unlawful harassment is any unwelcome or unsolicited verbal conduct, physical conduct, electronic communication, or written communication, sent directly or indirectly, based on characteristics protected by law, which results in the following:

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 employee is used as a basis for an employment decision affecting that individual.
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.

**Reporting a Violation.** If an employee has a good faith belief that a violation of this policy has occurred, the employee must follow the “Procedure for Harassment Complaints”

Approved by the Board of Trustees December 19, 2002  
Revised by the Board of Trustees December 17, 2009  
Revised by the Board of Trustees November 20, 2014  
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