

Category: Personnel  
Policy Number: 506  
Title: Sexual Harassment

#### Guidelines and Procedures

1. The Bon Accord Public Library will make every reasonable effort to ensure that no employee is subjected to sexual harassment as everyone is entitled to employment free from this.
2. Sexual harassment can be defined as any conduct, comment, gesture or contact of a sexual nature likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for training or promotion.
3. Any accusations of sexual harassment must be brought to the attention of the Library Manager who will then either take care of the situation and report the incident to the board or, if the situation is too involved, seek advice and council from the board on how to proceed.
4. The staff and board of the Bon Accord Public Library will not disclose the name of the complainant or the circumstances related to the complaint to anyone unless disclosure is necessary for the purposes of investigating or taking disciplinary measures.
5. If not satisfied with the results of a complaint, all employees have the right to file a formal complaint under the Canadian Human Rights Act.

Reviewed May 14, 2022

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