Metro Kalyn Community Library

Policy Handbook Personnel:

Violence and Harassment Policy

Index Code: B-5 Adopted: 2007

Statement of Belief:

Metro Kalyn Community Library practices a "zero tolerance" policy towards abuse in any form or by or against any individual affiliated with this organization.

Policy:

No individual associated with Metro Kalyn Community Library shall harass, threaten nor commit an act of violence to any other person: nor should individuals associated with Metro Kalyn Community Library be subjected to violence, threatening behavior or harassment. Complaints shall be addressed by the Library Board and no action shall be taken against the complainant unless the complaint is made without merit or with malicious intent.

Violence and harassment may also include threats to public health and safety, including transmission of pandemic viruses. Any individual may be excluded from access to services and from the library facility if is believed they pose such a threat.

Violation of this policy can result in disciplinary action up to and including dismissal. Acts of violence or harassment may be physical, verbal or written and include threatening behavior.

Procedures:

Staff should contact the police immediately if faced with the threat of violence, or if the safety of any person may be threatened.

Other incidents should be reported in written form to the Library Board.

Revised: October 2010, March 2015, March 2020

Date for Review: March 2025