

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 509.1

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HARASSMENT REDRESS PROCEDURE

Reviewed 4/1/98

Objective

To identify the process to follow whenever a staff member believes they have been subjected to harassment.

General

In responding to charges of harassment staff is governed by the following personnel policies and procedures:

Harassment Policy, #509 - defines forms of harassment and identifies the ALA harassment policy.

Grievance Policy, #903 - outlines policy and procedure that ensures staff receive just and fair treatment in the settlement of the complaints not resolved through other personnel channels.

Progressive Discipline Policy, #511 - identifies the levels of disciplinary action for violation of association policy or undesirable conduct or behavior, including harassment.

All staff should become familiar with these policies. A copy of each is included in the ALA Personnel Policy Manual, the Human Resources Office and the Headquarters Library.

Initial Steps For Resolution Of Harassment Complaint

As an alternative or supplement to the use of the ALA Grievance Policy, the employee may contact the Director of Human Resources to assist in an informal resolution process. If the employee is uncomfortable discussing the matter with the Director of Human Resources, you may request the assistance of his/her Supervisor, Unit Head or Department Head.

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Formal Mechanisms Of Resolution Of Harassment Complaint

When the informal method of resolution is not successful, staff should follow the steps as outlined in ALA Grievance Policy, #903.

This policy ensures confidentiality to the extent possible, consistent with a thorough investigation, that a full description of the incident will be obtained, that all parties including witnesses will be heard, and that inappropriate behaviors will cease.

Any staff member may file a formal complaint of harassment against any other staff member, ALA vendor representative, or ALA member, via a formal written complaint, submitted to Human Resources, following Grievance Policy, #903.

Any disciplinary action that may be imposed as a result of a harassment complaint will be subject to, and be defined by, ALA Progressive Discipline Policy, #512.

Retaliatory Actions

Any employee who asserts a harassment complaint will be protected against any acts of intimidation or retaliation, such acts will be considered a separate violation of ALA's Harassment Policy and appropriate action will be taken against such offenders.