

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4000 EQUAL EMPLOYMENT OPPORTUNITY

- A. The Board of Library Trustees will provide equal employment opportunities for applicants and employees in every aspect of employment. Discrimination because of age, ancestry, color, disability, domicile, national origin, political preference, race, religion, sex, or sexual preference is prohibited.
- B. The Director and Administrative Staff will communicate and work with all employees so that equal employment opportunity is a continuing reality. The Director will ensure that equal employment opportunity hiring practices are maintained.
- C. The Director will cooperate with all civil rights agencies in order to facilitate the achievement of a program of nondiscrimination.
- D. Employment tests that are determined to be without bias will be administered for designated job classifications.
- E. An objective job evaluation system will be used to determine the classification for all positions and to ensure employees are paid equitably for the work per formed.
- F. Sexual harassment of staff members or applicants for employment by Library supervisors and/or staff is unacceptable behavior and will not be tolerated or condoned. The Library will take appropriate corrective action to remedy any situation which is brought to its attention.
- \_\_\_\_\_G. All employees have the right to work in an environment free from conduct which can be considered harassing, intimidating, hostile or offensive. It is the responsibility of Library supervisors to ensure compliance with this policy.
- H. Grievance procedures have been established and are available to applicants and employees. Charges of discrimination will be immediately investigated and processed.

Policy adopted June 27, 1974  
Policy revised May 26, 1983  
Policy revised January 24, 1991  
Policy revised August 31, 1992  
Policy revised October 12, 1992