

Anti-Discrimination Policy

Southeastern NY Library Resources Council Anti-Discrimination Policy and Report Form	Non-discrimination and equal opportunity Policy, originally implemented 7/1/2002, revised 9/19/2019 Approved by the Board of Trustees: 11/21/2019. Revised: 9/15/2022
Position(s) responsible for Compliance: Executive Director, Board	To be reviewed: Annually To be posted: In plain view; report forms should be available without the need for a request

Southeastern is committed to honoring the civil rights of those who work at, work with, and are served by the Southeastern mission.

To ensure equal access to that mission, Southeastern shall not discriminate on the basis of any category protected by law.

For a list of categories protected by law and their definitions, please see Southeastern's "Civil Rights and Diversity, Equity, and Inclusion Commitment Policy."

This policy of nondiscrimination applies to but is not limited to recruitment and appointment of employees as well as their compensation, benefits, opportunities for advancement, and/or termination. This policy is also intended to protect all guests, interns, vendors, independent contractors, trustees, and anyone conducting business with Southeastern from any form of discrimination while working at, with, or being served by Southeastern.

Procedure

Any individual who believes that they have been discriminated against or that any policy or action taken by Southeastern is discriminatory is encouraged to inform the Executive Director of Southeastern OR a member of the Finance and Personnel Committee of the Board (the "Receiving Official").

The Receiving Official shall work with the reporting individual to give them an opportunity to fill out and sign a Report Form setting forth the date, time, behavior of concern, and any witnesses. The report shall then be investigated as required by law, Southeastern Policy, and as appropriate under the circumstances.

NOTE: Complaints of Sexual Harassment shall be handled per Southeastern's Sexual Harassment Policy, and reports should be submitted using Southeastern's Sexual Harassment Report Form.

To the extent possible while also conducting a discrimination investigation, Southeastern shall keep the report discrete both during and after the investigation.

Southeastern forbids any retaliation against reporters and those who participate in the investigation of a complaint. Any person believing they have been retaliated against for reporting possible discriminatory conduct should notify the official receiving the report or investigator.