

RESOLUTION TO DESIGNATE THE BUSINESS MANAGER AS THE FREEDOM OF INFORMATION ACT OFFICER.

WHEREAS, legislation amending the Illinois Freedom of Information Act has been signed into law effective January 1, 2010, and;

WHEREAS, a provision of the legislation now requires public entities to designate employees, and/or officers to be Freedom of Information Act officers, and;

WHEREAS, the Business Manager is the keeper of record of documents regarding the business of the Library, as well as the meeting minutes of the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Indian Trails Public Library District that the Business Manager shall be designated as the Freedom of Information Act Officer.


PASSED and approved by the Board of Library Trustees of the Indian Trails Public Library District at its regular Board meeting, October 21, 2009 by the following vote:

AYES: W. Gene Looft, Walter Salganik, Doris Wagner, Louise Barnett, and Earl Sabes

NAYS: None

ABSENT: Henry Hackney Jr., and Patricia Murray

Date: October 21, 2009

  
W. Gene Looft  
President, Board of Trustees  
Indian Trails Public Library District

\_\_\_\_\_  
Doris Wagner  
Secretary, Board of Trustees  
Indian Trails Public Library District

Dated: October 21, 2009

RESOLUTION TO DESIGNATE THE SECRETARY OF THE BOARD OF LIBRARY TRUSTEES AS THE OPEN MEETINGS ACT OFFICER.

WHEREAS, legislation amending the Illinois Open Meeting Act has been signed into law affective January 1, 2010, and;

WHEREAS, a provision of the legislation now requires public entities to designate employees, and/or officers to be Open Meeting Act officers, and;

WHEREAS, the Secretary of the Board of Library Trustees is responsible for the recording of any Board meetings regarding the business of the Library, as well as the meeting minutes of the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Indian Trails Public Library District that the Secretary of the Board of Library Trustees shall be designated as the Open Meeting Act Officer.

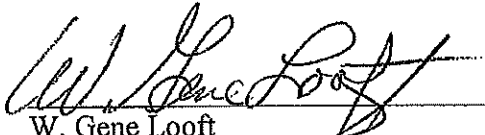
PASSED and approved by the Board of Library Trustees of the Indian Trails Public Library District at its regular Board meeting, December 16, 2009 by the following vote:


AYES:

NAYS:

ABSENT:

Date: December 16, 2009

  
\_\_\_\_\_  
W. Gene Looft  
President, Board of Trustees  
Indian Trails Public Library District

  
\_\_\_\_\_  
Doris Wagner  
Secretary, Board of Trustees  
Indian Trails Public Library District

Dated: October 21, 2009

**Ordinance Number 182**  
**ORDINANCE PROHIBITING FIREARMS ON LIBRARY PROPERTY**  
**(concealed carry)**

**WHEREAS**, the Library Trustees have authority under applicable statutes to adopt rules and regulations for the administration and government of the Library; and

**WHEREAS**, the Library Trustees have authority under applicable statutes over the use of Library buildings and grounds; and

**WHEREAS**, the Firearm Concealed Carry Act, P.A. 98-0063, 430 ILCS 66/1 *et seq.*, permits persons to carry concealed firearms subject to certain conditions; and

**WHEREAS**, the Firearm Concealed Carry Act prohibits persons from carrying a firearm "on or into any building, real property, or parking area under the control of a public library" (430 ILCS 66/65 (a)(18)); and

**WHEREAS**, the Library Trustees concur with the determination of the Illinois Legislature that firearms should be prohibited on public library property.

**NOW, THEREFORE, IT IS ORDAINED that:**

Section 1: Subject to Section 4 below, neither firearms nor weapons of any kind are permitted on any Library property at any time by any person.

Section 2: Any person who violates this Ordinance shall have his/her library privileges revoked immediately for a period of not less than one year.

Section 3: Signage shall be posted at the Library consistent with the requirements of the Firearm Concealed Carry Act.

Section 4: A firearm may be transported by a licensee\* into a parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. "Case" is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. The firearm may be removed only for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must first be unloaded before the removal from the vehicle. Law enforcement officials may possess firearms on Library property.

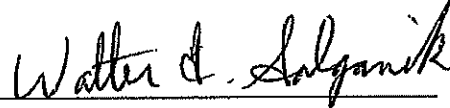
Section 5: This Ordinance is in full force and effect from and after its passage.

ADOPTED this 20 day of November, 2013, pursuant to roll call vote as follows:

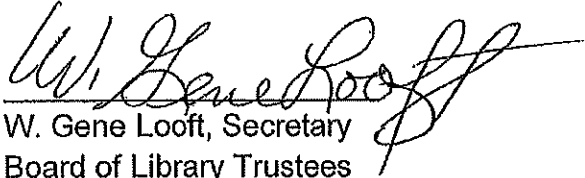
AYES: Walter Salganik, Louise Barnett, W. Gene Looft, Donald Roalkvam, Mary Battinus,  
Henry Hackney, Jr.

NAYS: None

ABSENT: Mary Christel.



Walter Salganik, President  
Board of Library Trustees  
Indian Trails Public Library District



W. Gene Looft, Secretary  
Board of Library Trustees  
Indian Trails Public Library District

**ORDINANCE NO. 189**

**An Ordinance Regulating Political Activities  
and the Solicitation and Acceptance of Gifts by Officers and Employees of the  
Indian Trails Public Library District**

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE INDIAN TRAILS PUBLIC LIBRARY DISTRICT, WHEELING, ILLINOIS:**

**SECTION 1:** The following Regulations are hereby adopted in compliance with the requirements of Article 70 to the State Officials and Employees Ethics Act, (5 ILCS 430).

**ARTICLE 1  
DEFINITIONS**

Section 1 -1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the Indian Trails Public Library District whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Indian Trails Public Library District.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any

referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.  
"Prohibited source" means any person or entity who:

(1) Is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.



**ARTICLE 5  
PROHIBITED POLITICAL ACTIVITIES**

Section 5-1. Prohibited political activities. (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Indian Trails Public Library District in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

**ARTICLE 10  
GIFT BAN**

Section 10- 1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fund raising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an

officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

## **ARTICLE 25 PENALTIES**

### **Section 25-1. Penalties.**

(a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the Indian Trails Public Library District by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Indian Trails Public Library District, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

**SECTION 2:** This Ordinance shall be in effect upon its passage and approval as provided by law. This ordinance supersedes all previous ordinances that pertain to this matter.

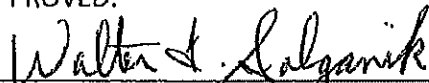
Adopted this 21st day of January, 2015, pursuant to a roll call vote as follows:

AYES: Louise Barnett, Mary Battinus, Mary Christel, Henry Hackney Jr  
W. Gene Looft, Donald Roalkvam, and Walter Salganik

NAYS: None

ABSENT: None

APPROVED:

  
\_\_\_\_\_  
President, Board of Library Trustees  
Indian Trails Public Library District

ATTEST:

  
\_\_\_\_\_  
Secretary, Board of Library Trustees  
Indian Trails Public Library District

## ORDINANCE 202

### ORDINANCE ESTABLISHING A POLICY TO REGULATE THE REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES OF LIBRARY OFFICERS AND EMPLOYEES

WHEREAS, Illinois law (Public Act 99-0604 effective January 1, 2017) requires all units of local government, other than home rule units, to establish regulations for reimbursement of all travel, meal and lodging expenses of employees and officers of said units of local government.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Indian Trails Public Library District, Cook and Lake Counties, Illinois, as follows;

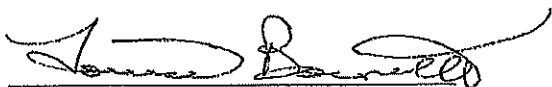
Section 1: The Expense Reimbursement Policy attached as Exhibit "A" hereto and made a part of hereof is hereby adopted as the expense reimbursement policy of this Library District. Any future revisions to the Expense Reimbursement Policy are to be honored as part of this resolution.

Section 2: The Board of Library Trustees will approve expenses for travel, meals, and lodging by roll call vote at an open meeting for:

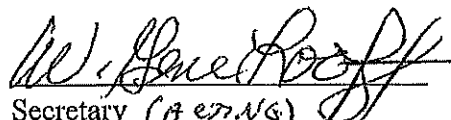
- Library Employees: expenses incurred that exceed the maximum allowed under the adopted policy
- Library Board Members: all expenses incurred.

Section 3: The "Expense Reimbursement Policy" hereby adopted shall be included in the Policies of the Library District, along with all other policies of this Library District. The Indian Trails Public Library District shall comply with all other requirement of the Local Government Travel Expense Act and any Indian Trails Public Library District policy, procedure, or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

Adopted this 16 day of November, 2016



President  
Board of Library Trustees



Secretary (A.E.M.G.)  
Board of Library Trustees

**ORDINANCE NO. 204**  
**Ordinance Adopting Prevailing Wage Rates**

**WHEREAS**, the State of Illinois has a Prevailing Wage Act (the Act), 820 ILCS 130/0.01, et seq.; and

**WHEREAS**, the Act requires that the Board of Library Trustees ascertain the prevailing rate of wages in the locality of the Library District for laborers, mechanics and other workers performing construction of public works for the Library District.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Library Trustees as follows:

**SECTION 1:** The general prevailing rate of wages in this locality is hereby ascertained to be the same as the prevailing wage rate for construction work in Cook County as determined by the Department of Labor of the State of Illinois.

**SECTION 2:** The Board Secretary shall:

- a) Keep this Ordinance available for inspection in the main office of the Library District;
- b) Promptly file a certified copy of this Ordinance with the Secretary of State and the Department of Labor of the State of Illinois;
- c) Cause to be published in a newspaper of general circulation a notice of this Library District action;
- d) Mail a copy of this Ordinance to any employer and to any association of employers and to any person or association of employees who have filed their names and addresses requesting copies of this determination.

**SECTION 3:** This Ordinance shall be in full force and effect from and after its passage and approval.

**PASSED** by the Board of Library Trustees of the Indian Trails Public Library District, Cook County, Illinois, on the 21<sup>th</sup> day of June, 2017 by a vote of:

**YEAS:** Louise Barnett, Mary Battinus, Donald Roalkvam, Henry Hackney, Jr.,  
W. Gene Looft, Bruce Matthews, and Wendy Present

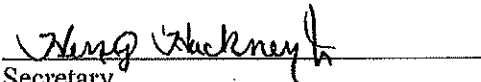
**NAYS:** None

**ABSENT OR NOT VOTING:** None



President  
The Board of Library Trustees of the  
Indian Trails Public Library District

ATTEST:



Secretary  
The Board of Library Trustees of the  
Indian Trails Public Library District

(SEAL)

**ORDINANCE NO. 210**

**ORDINANCE ADOPTING POLICY PROHIBITING HARASSMENT,  
DISCRIMINATION, AND RETALIATION**

**(and procedures for reporting and investigating complaints)**

WHEREAS, the Indian Trails Public Library District (the Library) is a unit of local government which operates a Public Library; and

WHEREAS, by P.A. 100-0554 effective November 16, 2017, the Illinois General Assembly amended the State Officials and Employees Ethics Act (Ethics Act), 5 ILCS 430/1-1 et seq.; and

WHEREAS, the provisions of P.A. 100-0554 relevant to the Library (5 ILCS 430/70-5) are the following:

No later than 60 days after the effective date of this amendatory Act of the 100<sup>th</sup> General Assembly, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. The policy shall include, at a minimum: (i) a prohibition on sexual harassment; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

WHEREAS, the attached Policy Prohibiting Harassment, Discrimination, and Retaliation is intended to comply with the requirements of the Ethics Act, as amended by P.A. 100-0554.

NOW, THEREFORE, IT IS ORDAINED by the Board of Library Trustees as follows:

1. The attached Policy Prohibiting Harassment, Discrimination, and Retaliation be and is adopted.
2. This Ordinance and the attached Policy supersede Ordinances and Policies, if any, which conflict with this Ordinance and the attached Policy.
3. This Ordinance is effective immediately.

Passed this 20th day of December, 2017.

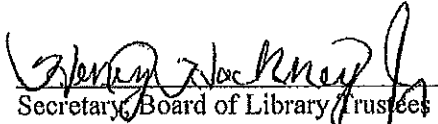


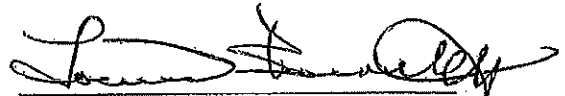
AYES:

NAYES:

ABSENT:

ABSTAIN:

  
Secretary, Board of Library Trustees  
Indian Trails Public Library District

  
President, Board of Library Trustees  
Indian Trails Public Library District

## Policy Prohibiting Harassment, Discrimination and Retaliation (and Procedures for Reporting and Investigating Complaints)

The Indian Trails Public Library District (Library) is committed to maintaining a work environment free of discrimination, harassment and retaliation. In keeping with this commitment, the Library will not tolerate harassment of Library employees or officials by anyone, including any supervisor, co-worker, elected or appointed official or any third-party. All employees and officials are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees and officials are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct.

All employees and officials must comply with this Policy. Violations will not be tolerated. Even where conduct is not sufficiently severe or pervasive to constitute an actionable legal violation, the Library discourages such conduct in the workplace.

### A. **Discrimination**

Prohibited Conduct. The Library prohibits discrimination, harassment and retaliation on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law. A violation of this Policy, however, does not necessarily rise to the level of a violation of the law.

Application of Policy. This Policy applies to all employment-related decisions, actions, conduct and terms and conditions of employment, such as, but not limited to, hiring, training, promotion, wages, hours, assignments, benefits and termination of employment. Employment decisions at the Library will be based on considerations such as, but not limited to, the following: skills, experience, qualifications and merit, to the extent that any of those considerations would apply to the specific circumstances and position involved.

### B. **Harassment**

Harassment is a form of discrimination and is prohibited. The Library seeks to provide a work environment in which all individuals are treated with respect and dignity and which is free from sexual harassment as well as other types of harassment described in this Policy.

All employees and officials are responsible for conducting themselves in accordance with this Policy. The Library will not condone harassment, whether engaged in by employees, supervisors, management, officials or by those who do business with the Library, such as, but not limited to, vendors, contractors, patrons, visitors and other third parties. Violation of this Policy shall be considered grounds for disciplinary action, up to and including termination of employees and reporting officials to appropriate authorities.

#### 1. Harassment Relating to a Protected Status:

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, color, race, religion, national origin, age, physical or mental disability or other protected group status. The Library will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The conduct forbidden by this Policy specifically includes, but is not limited to:

- Slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status;
- Written or graphic material that is circulated, available on the Library's computer system or technology resources, or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

2. Sexual Harassment:

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same-sex. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature become sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person; or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

This Policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation. The Library considers the following conduct to represent some of the types of acts that violate this Policy:

1. either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
2. physical contact, such as patting, pinching or brushing against any part of another's body or physical assaults of a sexual nature;
3. sexual propositions, sexual innuendo, suggestive comments;
4. continuing to ask an employee to socialize on or off-duty when the employee has indicated that she or he is not interested;
5. displaying or transmitting demeaning, obscene or sexually suggestive pictures, objects, cartoons, or posters anywhere in the Library workplace;
6. sexually oriented kidding, teasing, practical jokes, or threats;
7. referring to or calling a person a sexualized name;
8. telling sexual jokes or using sexually vulgar or explicit language;
9. making derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
10. harassing acts or behavior directed against a person on the basis of an employee's sex or sexual orientation; or
11. off-duty conduct that falls within the above definition and affects the work environment.

Everyone is required to avoid behavior or conduct that could reasonably be interpreted as prohibited harassment under this Policy. Employees and officials are encouraged to inform others in the workplace when their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees and officials are expected to come forward promptly and report any violations pursuant to this Policy before the alleged offending behavior becomes severe or pervasive.

**C. Retaliation**

The Library will not retaliate or allow retaliation against an individual who has made a report of a violation of this Policy or for cooperating in an investigation. This, of course, means that employees and officials also must not retaliate against any individual who has made a report of a violation of this Policy or who has cooperated in an investigation. Retaliation by anyone against anyone else for reporting violations of this Policy or cooperating in an investigation is strictly prohibited. Anyone who is found by the Library to have engaged in retaliation may be subject to discipline, up to and including termination of employment, or reporting conduct of officials to appropriate authorities.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

**D. Procedure for Reporting and Investigation of Harassment, Discrimination and Retaliation**

1. Reporting:

All employees and officials are responsible for helping to avoid all forms of harassment. Anyone who believes he or she has experienced conduct inconsistent with this Policy or otherwise learns of conduct prohibited by this Policy is responsible for reporting the conduct through the Complaint procedure.

This Policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Employees or officials may make an incident report for this purpose or may report conduct in any other manner, including making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights.

In addition, each supervisor must immediately report to the Human Resources Department, the Executive Director, or an official any complaint or observation of conduct which may violate this Policy. Supervisors or managers or officials who have knowledge of any conduct inconsistent with or prohibited by this Policy and do not report it to one or more of the above are subject to disciplinary action, up to and including termination or reporting officials to appropriate authorities.

2. Report Immediately:

Verbal complaints, as stated, must be made immediately. The Library may follow up in writing in order to assure complete understanding of and resolution of the specific complaint.

3. No Exception to Reporting:

Please note that there are no exceptions to this reporting requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member, relative or co-worker, each and every employee and official is required to report the incident or complaint, as the case may be.

4. Investigation:

Any conduct inconsistent with or prohibited by this Policy will be investigated promptly. The Library is committed to investigating and taking prompt and appropriate action with respect to all such claims and strongly urges internal utilization of this Policy. The Library may put

reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place.

5. Disciplinary Action:

All reports of violations of this Policy shall be made in good faith. Therefore, all reports will be taken seriously and they will be promptly investigated. Employees and officials are required to cooperate with investigations conducted by the Library.

Employees or officials who engage in conduct that is found by the Library to be inconsistent with or prohibited by this Policy are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Persons knowingly making a false report are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. The Library may discipline an employee for any inappropriate conduct discovered in investigating reports made under this Policy.

6. Confidentiality:

To the fullest extent practical, the Library will keep complaints and the terms of their resolution confidential. However, in order to effectively investigate such complaints, the Library must inquire of employees or officials involved. The Library also has sole discretion to determine the scope of the investigation and, within that scope, the individuals who should be informed of and asked about the allegations.

7. The EEOC, State and Local Agencies:

Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights  
100 W. Randolph St., Suite 10100  
Chicago, IL 60601  
(312) 814-6200

Equal Employment Opportunity Commission  
500 West Madison Street, Ste. 2800  
Chicago, Illinois 60661-2511  
(312) 353-2713