

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF COOK )  
COUNTY OF WILL )

**SECRETARY'S CERTIFICATE**

I, ELAN KLEIS, the duly qualified and Secretary of the Board of Library Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

**RESOLUTION NO. 2017- 08**  
**"RESOLUTION APPROVING AND ADOPTING A REVISED**  
**ANTI-HARASSMENT POLICY"**

adopted at a regular meeting of the said Board of Library Trustees on the 18th day of December, 2017.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 18th day of December, 2017.

  
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ELAN KLEIS  
Secretary of the Board of Library Trustee

**RESOLUTION NO. 2017-08**

**RESOLUTION APPROVING AND ADOPTING A REVISED  
ANTI-HARASSMENT POLICY**

**WHEREAS**, the Illinois General Assembly recently enacted Public Act 100-0554, which requires all governmental units to adopt by resolution or ordinance a policy prohibiting sexual harassment; and

**WHEREAS**, the Board of Library Trustees of the Village of Orland Park have previously adopted and maintained in effect an Employee Handbook, which includes an Anti-Harassment Policy; and

**WHEREAS**, the Board of Library Trustees have determined that certain revisions to the Anti-Harassment Policy are necessary in order to bring the Policy into compliance with Public Act 100-0554.

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Library Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

**SECTION 1:** The above "Whereas" recitals are incorporated into and made a part of this Resolution.

**SECTION 2:** The Board of Library Trustees approve and adopt the Anti-Harassment Policy, attached hereto as **Exhibit A** and incorporate said Policy herein by reference as if it were fully set forth herein.

**SECTION 3:** That the revised Anti-Harassment Policy, attached hereto as **Exhibit A**, shall and does supersede all prior personnel and/or employee policies, including without limitation the last version of the policy approved by this Board of Library Trustees.

**SECTION 4:** That the revised Anti-Harassment Policy, attached hereto as **Exhibit A**, shall be and remain in effect until such time as it is further revised or amended by the Board of Library Trustees.

**SECTION 5:** Those sections, paragraphs and provisions of the Employee Handbook, which are not expressly amended by this Resolution, are hereby reenacted, and it is expressly declared to be the intention of this Resolution not to amend any portion of the Employee Handbook other than the Anti-Harassment Policy.

ADOPTED this 18<sup>th</sup> day of December, 2017, pursuant to a roll call vote as follows:

AYES: Jennings, Barcelona, Leafblad, McMillan, McShane, Healy

NAYS: 0

ABSENT: Kleis

Approved by the President and Board of Library Trustees of the Village of Orland Park.



Christian Barcelona, President,  
Board of Library Trustees

AT 

Elan Kleis, Secretary  
Board of Library Trustees

## EXHIBIT A

### ANTI-HARASSMENT POLICY

The Library is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the Library will not tolerate harassment of Library employees by anyone, including any supervisor, co-worker, vendor, patron, contractor, or other regular visitor of the Library.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as sex, color, race, ancestry, national origin, age, disability, sexual orientation or other legally protected group status. The Library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of protected status.

"Sexual harassment" consists of unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any employee to another employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or rejection of such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

Keep in mind that an employee may complain about harassment if the employee is subjected to consensual behavior between two or more other employees.

All Library employees are responsible to help assure that the Library avoids harassment. An employee who believes that he or she has been subjected to sexual or other types of harassment or who has witnessed harassment should immediately submit a complaint to the employee's supervisor or the Director. The Director (or designee, particularly if the Director is the accused) will direct that an investigation be conducted and shall oversee such investigation.

The Library shall promptly investigate all complaints. Reporting harassment or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for reporting harassment, assisting in making a complaint, cooperating in an investigation of harassment, or otherwise engaging in conduct protected by the Illinois Whistleblower Act shall be subject to discipline up to and including discharge. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. A substantiated charge against an employee will subject the employee to disciplinary action up to and including discharge.

False or frivolous complaints refer to cases in which the accuser is acting in bad faith and using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. False accusations of sexual harassment can have serious effects on innocent men and women. Given the seriousness of the consequences for the accused, a false or frivolous charge is a severe offense that can result in disciplinary action up to and including termination.

An employee who believes that he or she has been the subject of harassment or retaliation for complaining about harassment also has a right to file a charge of civil rights violations with the Illinois Department of Human Rights within 180 days of the harassment, to have that charge investigated by the Department and, if substantial evidence to support the charge is found to exist, to have such an opportunity as is provided by law and applicable regulations to engage in conciliation with the Employer and/or to have the charge heard in a public hearing before an Administrative Law Judge of the Illinois Human Rights Commission. For further information, any such employee may call or write to the Illinois Department of Human Rights, 100 W. Randolph Street, Room 10-100, Chicago, Illinois 60601, (312) 814-6200, or the Illinois Human Rights Commission, 100 W. Randolph Street, Room 5-100, Chicago, Illinois 60601 (312) 814-6269.