

## Disruptive Behavior, Harassment, and Sexual/Suggestive Misconduct Policy

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<b>Code</b>	OPS-008	
<b>Policy Title</b>	Disruptive Behavior, Harassment, and Sexual/Suggestive Misconduct Policy	
<b>Category</b>	Operational & Facility Policies (OPS)	
<b>Cross-Reference</b>	OPS-018 Patron Code of Conduct Policy OPS-026 Unattended Children Policy HR-016 Whistleblower Policy	Page 82 Page 101 Page 141
<b>Appendix</b>	--	
<b>Date Adopted</b>	April 2023	
<b>Date Reviewed</b>	January 2026	

### Policy Statement

The Robert R. Jones Public Library is committed to providing a safe, respectful, and inclusive environment for all patrons, staff, trustees, volunteers, contractors, and visitors. This policy defines expectations for behavior on library property, outlines prohibited conduct including harassment and sexual/suggestive misconduct and details procedures for reporting and responding to violations.

All individuals have the right to use and work in the Library without experiencing intimidation, coercion, abuse, or interference.

Any behavior whether disruptive, harassing, or of a sexual nature that restricts the rights of others to use the Library safely and comfortably, or that interferes with staff conducting Library business, will not be tolerated.

### Scope

This policy applies to all individuals on Library property or engaged in Library-related activities, including:

- Staff and volunteers
- Trustees
- Contractors and vendors
- Patrons and program participants

### Definitions

- **Disruptive Behavior:** Conduct that disturbs Library operations, interferes with others' ability to use the Library, or endangers the safety or comfort of others.

- **Harassment:** Unwelcome verbal, non-verbal, or physical conduct that demeans, threatens, or offends another person and interferes with their participation in or benefit from Library services or employment. Harassment may be sexual or non-sexual in nature.
- **Sexual/Suggestive Misconduct:** Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature that:
  - Interferes with an individual's work or Library use; or
  - Creates an intimidating, hostile, or offensive environment.
- **Sexual Conduct:** Any overt sexual behavior or inappropriate display of affection occurring on Library property or during Library programs.

### **Examples of Prohibited Behavior**

This list is illustrative, not exhaustive. Prohibited behavior includes but is not limited to:

#### **Disruptive or Inappropriate Conduct**

- Loud or disturbing noises, audible conversations, or music
- Abusive, threatening, or intimidating language or gestures
- Vandalism, theft, or misuse of Library property
- Soliciting, panhandling, or unauthorized selling
- Smoking, vaping, or use of tobacco, alcohol, or drugs
- Bringing animals other than service animals into the Library
- Inappropriate dress (e.g., bare feet or no shirt)
- Possession of weapons or items that could be used as weapons

#### **Harassment and Sexual/Suggestive Misconduct**

- Unwanted touching, hugging, or physical contact
- Sexual jokes, comments, gestures, or propositions
- Stalking, leering, or suggestive behavior
- Displaying or viewing sexually explicit materials on Library computers or personal devices
- Repeated unwelcome romantic attention
- Verbal or physical abuse of a sexual nature

#### **Children and Youth Behavior**

Parents and caregivers are responsible for monitoring the behavior of minors in their care. Children under the age of 13 must be supervised by a responsible adult or guardian. The same behavior expectations apply to minors as to adults.

## **PROCEDURE**

### **Enforcement and Consequences**

Library staff are authorized to address violations of this policy. Depending on the severity of the behavior, staff may:

- Issue a verbal warning
- Request the individual to cease the behavior
- Require the individual to leave Library premises
- Suspend Library privileges temporarily or permanently

- Contact the Coal Valley Police Department
- Issue a formal notice of trespass

Serious or repeated violations may result in permanent exclusion from the Library and/or legal action.

### **Reporting Procedures**

Anyone who experiences or witnesses harassment, sexual/suggestive misconduct, or disruptive behavior should report the incident to:

- The Library Director
- The Board President
- A designated member of the Employee Committee

All reports will be taken seriously and investigated promptly and confidentially, to the extent possible.

### **Investigation and Resolution**

The Library Director or a designated representative will conduct investigations into all reported incidents. Findings will be documented, and corrective action may include:

- Counseling or mediation
- Training requirements
- Disciplinary measures, up to and including termination or banning from Library use

### **Appeals Process**

Individuals who have been suspended or banned from Library property may submit a written appeal to the Library Director within 14 days of the incident. The Director will review the appeal and issue a written response within a reasonable timeframe.

### **Prohibition of Retaliation**

Retaliation against anyone who reports misconduct, participates in an investigation, or cooperates in related proceedings is strictly prohibited and will result in disciplinary action.

Such protections are reinforced under the Library's Whistleblower Policy, which ensures that individuals who act in good faith when reporting misconduct are not penalized or subject to adverse action.

### **Training and Education**

In compliance with Illinois law (5 ILCS 430/5-10.5), all Library employees and trustees must complete annual sexual harassment prevention training. Additional training on patron behavior management will be offered periodically.

### **Documentation and Record-Keeping**

All incident reports and investigation findings related to harassment, sexual/suggestive misconduct, or disruptive behavior will be documented and securely maintained by the Library Director or a designee, in accordance with the Library's record retention policy.