

ANTI-BULLYING POLICY

The Smithtown Library considers *bullying* unacceptable and will not tolerate it under any circumstances. This policy shall apply to all employees, regardless of his or her employment status (i.e. managerial vs. hourly, full-time vs. part-time, employee vs. independent contractor). Any employee found in violation of this policy will be disciplined to the extent permissible by law, up to and including termination. Independent contractors found to be in violation of this policy may be subject to contract cancellation.

The Smithtown Library defines bullying as malicious and unwelcome mistreatment that seeks to harm, to intimidate, or does offend, degrade or humiliate an employee, whether by way of verbal, physical or other means, on or off the worksite and/whether or not in the course of employment. The Smithtown Library seeks to promote a healthy workplace culture where all employees are able to work in an environment free of bullying behavior.

The Smithtown Library encourages all employees to report instances of alleged bullying behavior. Any report of this type will be treated seriously, investigated promptly and impartially. The Smithtown Library further encourages all employees to formally report any claims of assault, battery, or other bullying behavior of a criminal nature to the local Police Department. The Smithtown Library requires any employee who witnesses any bullying, irrespective of reporting relationship, to immediately report such conduct to the Library Director or if involving the Director to the Board President. The Smithtown Library will seek to protect an employee who reports bullying conduct from retaliation or reprisal.

The Smithtown Library considers the following types of behavior to constitute workplace bullying.

Please note, this itemization is not meant to be exhaustive and is only offered by way of example:

- Nonverbal demonstrations of hostility or prejudice
- Exclusion or social isolation
- Excessive monitoring or micro-managing
- Work-related harassment (work-overload, unrealistic deadlines, meaningless tasks)
- Being held to a different standard than the rest of an employee's work group
- Constant ignoring or interrupting of an employee in front of co-workers
- Personal attacks (angry outbursts, excessive profanity, or name-calling)
- Encouragement of others to ostracize the targeted employee
- Sabotage of a co-worker's work product or undermining of an employee's work performance
- Stalking
- Unwelcome touching
- Invasion of another's personal space

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- Unreasonable interference with an employee's ability to do his or her work (i.e., overloading of emails)
- Inflictions of verbal abuse, such as the use of derogatory remarks, insults and epithets
- Conduct that may be considered as hostile, offensive, and unrelated to the employer's legitimate business interests

Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of bullying. Therefore, while no fixed reporting period is established, The Smithtown Library strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken, The Smithtown Library will make every effort to prevent or interrupt alleged workplace bullying before it becomes severe or pervasive, but can only do so with the cooperation of its employees. Individuals who believe they may have experienced conduct that they believe violates this policy, or who have concerns about an observed conduct, should report their complaints verbally or in writing to his or her supervisor, or any of the designated contact persons. Written reports are to be made using the Bullying/Harassment Incident Report Form. Individuals should not feel obligated to report their complaints to their immediate supervisor prior to bringing the matter to the attention of any of the designated contact persons. The availability of this complaint procedure does not preclude individuals who believe they are being subjected to bullying conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that such behavior immediately stop.

Designated Contact Persons:

Robert Lusak
Library Director
Administration

rlusak@smithlib.org
631-360-2480

Patricia Thomson
Assistant Library Director
Administration

pthomson@smithlib.org
631-360-2480

Lori Mauceri (effective 10/4/2021)
Personnel Assistant
Business Office

lmauceri@smithlib.org
631-360-2490