

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Hempstead Public Library ("Library") is an equal opportunity employer and is committed to providing equal employment opportunities for all, and will comply with all applicable federal, state and local laws that prohibit workplace discrimination.

The Library does not discriminate and is strongly committed to making all personnel decisions without regard to any of the following: age; race; color or national origin; creed; religion; sex; disability; marital or partnership status; family status; ancestry; citizenship; pregnancy; sexual orientation or affectional preference; veteran or military status; genetic predisposition or carrier status; status as a victim of domestic violence, sex offenses or stalking; or any other category or status protected by federal, state or local law. **Discrimination in personnel decisions on the basis of any such protected status or characteristic is strictly prohibited and will not be tolerated by the Library. Retaliation against an employee for making a good faith complaint of such discrimination and/or for participating with an investigation into such a complaint is also strictly prohibited and will not be tolerated by the Library.**

Any employee who violates this Equal Employment Opportunity Policy may be subject to discipline, up to and including termination from employment.

If you believe that you have been discriminated against on the basis of any protected status or characteristics, or if you believe you have been retaliated against for making a good faith complaint of such discrimination, or if you believe you have been retaliated against for participating with an investigation into such a complaint, you must promptly report the matter to the Library Director. If you feel uncomfortable speaking to the Library Director, or if you feel a complaint you previously made has not been adequately addressed, you must report the matter to the Chairperson or Vice Chairperson of the Library's Board of Trustees. The Library strongly encourages reports be made on the same day as and immediately after the harassing action(s), word(s), and/or incident(s).

Reports of discrimination may be done either verbally or in writing, but it is strongly encouraged that complaints be made in writing (the Discrimination/Retaliation Complaint Form below should be used for this purpose). The complaint should be as detailed as possible and include the names of the individual(s) involved, any witness(es) to the discrimination/retaliation, direct quotes and/or evidence (e.g., notes, e-mails, digital recordings, etc.) of the discrimination/retaliation. Written complaints should be personally delivered, faxed, emailed or mailed to the Library Director, or Chair or Vice Chairperson of the Library's Board of Trustees, as follows:

Library Director  
Hempstead Public Library  
115 James A. Garner Way  
Hempstead, N.Y. 11550  
Fax: (516) 481-6840  
Email: [irene@hempsteadlibrary.info](mailto:irene@hempsteadlibrary.info)

Chairperson/Vice Chairperson, Board of Trustees  
Hempstead Public Library  
115 James A. Garner Way  
Hempstead, N.Y. 11550  
Fax: (516) 481-6840  
Email: [board@hempsteadlibrary.info](mailto:board@hempsteadlibrary.info)

Any complaints about alleged unlawful discrimination and/or retaliation made under this Equal Employment Opportunity Policy will be handled in accordance with the complaint procedure outlined in the Library's Anti- Harassment Policy. Such complaints will be treated as confidential to the extent practicable.

If you have any questions about this Equal Opportunity Policy, please contact the Library Director. Questions about this policy will be treated as confidential to the extent practicable.