

**Sexual Harassment
Prevention Policy Notice**

**Sexual harassment is against the law.**

All employees have a legal right to a workplace free from sexual harassment, and [Insert name] Library is committed to maintaining a workplace free from sexual harassment.

Per New York State Law, [Insert name] Library has a sexual harassment prevention policy in place that protects you. This policy applies to all employees, paid or unpaid interns and non-employees in our workplace, regardless of immigration status.

**If you believe you have been subjected to or witnessed sexual harassment, you are encouraged to report the harassment to a supervisor, manager, director, or president of the board of trustees so we can take action.**

**Our complete policy may be found: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Our Complaint Form may be found: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If you have questions and to make a complaint, please contact:**

[Person or office designated]

[Contact information for designee or office]

For more information and additional resources, please visit:

**www.ny.gov/programs/combating-sexual-harassment-workplace**