

# Plainedge Public Library

## Policy on the Prevention of Sexual Abuse and Molestation

Adopted by the Board of Trustees

### Purpose

It is the purpose and intent of the Plainedge Public Library to provide a safe, secure environment for the staff of the Library and for all members of the community, while in the Library and at all Library sponsored activities and events.

### Definition

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the perpetrator. It does not include sexual harassment, which is another form of behavior prohibited by the Plainedge Public Library and is addressed by a separate procedure and policy.

All employees and volunteers are subject to this policy. All members of the staff, current and future will be required to review this policy and sign where indicated, acknowledging review, understanding and receipt of this policy.

### Reporting Procedures

The following are mandatory procedures that Library employees, officers, volunteers and patrons must comply with when he/she witnesses or becomes aware of any incident of sexual molestation.

- Any individual, who witnesses, learns of or has reason to believe that an incident of sexual molestation has been committed in the Library or during an activity sponsored by the Library must immediately report it to the Library Director or Director Designee.
- Upon notification of an allegation of sexual molestation, the Library Director or Director Designee will promptly, thoroughly and impartially initiate an investigation to determine if there is a reasonable basis to believe that an incident of sexual molestation has been committed.

- If the Director or Director Designee believes that a sexual molestation has occurred the police will immediately be notified.
- If the victim is a child, the abuse will immediately be reported to the parent or guardian and the police.
- The Director or Director Designee will notify the Trustees of the allegations.
- Legal advice and counsel regarding the handling of the matter will be obtained as soon as possible after the incident.
- The Library Director or Director Designee will notify the Library insurance carrier and seek advice in handling of the matter.
- All staff members witnessing an incident must complete an incident form as soon as possible. Time is of the essence, urgency and immediacy is implicit.
- To the fullest extent possible, but consistent with the Library's legal obligation to report suspected incidents of sexual molestation or abuse to the police, the Library will endeavor to keep the identities of any alleged victim or suspected perpetrator confidential.
- The Library will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies.
- Any employee who is reported as engaging in sexual activity, misconduct or any type of sexual molestation will be immediately suspended, pending the outcome of an investigation into the allegations of abuse.

### Retaliation

Retaliation is prohibited against any individual who, in good faith and pursuant to the requirement of this policy, reports sexual molestation or sexual misconduct. Any individual who retaliates against someone who has made a good faith allegation of sexual molestation, or intentionally provides false information to that effect, will be subject to disciplinary penalties as prescribed by law, including but not limited to termination of employment.

Acknowledgement of Receipt of Sexual Molestations Policy

I, \_\_\_\_\_ acknowledge that I have received and read the Plainedge Public Library's Policy on the prevention of sexual abuse and molestation. I understand that I am bound to follow the policy and understand the consequences in the event that I fail to do so.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name