



Manhasset Public Library: Sexual Abuse and Misconduct Prevention Policy

Manhasset Public Library prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. The Library provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

Definitions and Examples

The following definitions or examples of sexual abuse, misconduct or harassment, may apply to any and/or all of the following persons – employees, volunteers or other third parties.

Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse – any sexual activity, involvement, or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, and/or pulling against another's body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars, or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile, or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

Reporting Procedure

Immediately report suspected sexual abuse or misconduct to the Director, Assistant Director and direct Supervisor. It is not required to directly confront the person who is the source of the report, question or complaint before notifying any of the individuals listed. The Library



Administration will take every reasonable measure to ensure that those named in complaint of misconduct, or are too closely associated with those involved in the complaint will not be part of the investigative team.

Anti-retaliation and False Allegations

The Manhasset Public Library prohibits retaliation made against any employee, volunteer, board member, or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. The Library prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.

Investigation and Follow-up

The Manhasset Public Library will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place. The organization may utilize an outside third party to conduct an investigation of misconduct. The Manhasset Public Library will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. The Library will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Reporting to Law Enforcement or Appropriate Child or Adult Protective Services

The Manhasset Public Library is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of the Manhasset Public Library not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

- If abuse or miss-treatment is suspected, contact Child Protective Services, New York Central Register (SCR) directly at 1-800-342-3720
- For information on the Abandoned Infant Protection Act, call: 1-866-505-SAFE (7233)
- OCFS HEARS Family Line (Help, Empower, Advocate, Reassure, and Support) 1-888-554-3277, Monday-Friday 8:30 a.m. - 4:30 p.m.



- Mandated Reporters Hotline for making child abuse and maltreatment reports 24 hours a day, 7 days a week: 1-800-635-1522
- The New York State Justice Center for the Protection of People with Special Needs for making reports of institutional abuse 24 hours a day, 7 days a week: 1-855373-2122
<https://www.childwelfare.gov>

Supervision of Youth

To provide a safe environment for minors during organization-related activities, the Manhasset Public Library conducts activities in visibly accessible spaces. Librarians supervise activities with support from additional staff/adult workers in attendance or within view. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. If individual meetings with a minor must be held in an office, keep the door open. Only conduct closed door meetings when another adult is put on notice of the meeting and the door remains unlocked.

Acknowledgement: Sexual Abuse and Misconduct Prevention Policy

All Staff will receive and read the MPL Sexual Abuse and Misconduct Prevention Policy and view the accompanying video provided by Administration. All Staff are responsible to abide by all rules contained in the policy and report incidents of sexual abuse or misconduct without fear of retaliation.

July /August 2024

Board Approval September 2024



Acknowledgement Form: Sexual Abuse and Misconduct Prevention Policy

I acknowledge that I received and read the Sexual Abuse and Misconduct Prevention Policy and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the policy, including retaliation against any employee or volunteer exercising his or her rights under the policy.

I further acknowledge that I attended a viewing of the video "Let's Talk- Preventing Child Abuse in your Organization" on _____

I acknowledge that I will be alerted when changes and updates are made to the Sexual Abuse and Misconduct Policy and will be responsible for reading and complying with these updates.

Employee - Printed Name: _____

Employee - Signature: _____

Supervisor's Signature: _____

Date: _____

*Annual review