

# Sexual Harassment Prevention Notice



Combating  
Sexual Harassment

## Sexual harassment is against the law.

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

Per New York State Law, [ The Community 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. You are receiving this notice, as required by law, either at the time of hiring or during your annual sexual harassment prevention training.

If you believe you have been subjected to or witnessed sexual harassment, you are encouraged to report the harassment to a supervisor, manager or [ \_\_\_\_\_ ] so we can take action.

The Library Director or the Chair of the Personnel Committee

**Our complete policy**       is enclosed/attached     may be found at the link below:  
[communitylibrarycobleskill.org](http://communitylibrarycobleskill.org)

**Our training materials**       are enclosed/attached     may be found at the link below:  
[communitylibrarycobleskill.org](http://communitylibrarycobleskill.org)

**Our Complaint Form**       is enclosed/attached     may be found at the link below:  
[communitylibrarycobleskill.org](http://communitylibrarycobleskill.org)

## If you have questions or to make a complaint, please contact:

[ The Library Director at 518-234-7897 or cob-director@mvls.info ]

[ Chair of the Personnel Committee for the Board of Trustees ]

For more information and additional resources, please visit:  
[www.ny.gov/programs/combating-sexual-harassment-workplace](http://www.ny.gov/programs/combating-sexual-harassment-workplace)