

## Ohioana Book Festival Anti-Harassment Policy

The Ohioana Library Association strives to create and promote events in which all participants are treated with dignity, decency and respect. Ohioana will not tolerate discrimination or harassment of any kind and will take all necessary steps to address and prevent behaviors of harassment. This policy directly prohibits harassment of or by Ohioana employees, contractors, applicants, event participants, interns, volunteers, partners, sponsors, vendors, clients and any other persons associated with Ohioana.

This includes harassment or discrimination because of:

- Race
- Religious creed (including religious dress and grooming practices)
- Color
- National origin (including language use restrictions)
- Ancestry
- Disability (physical and mental)
- Medical condition (cancer and genetic characteristics)
- Marital status
- Sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding)
- Age
- Sexual orientation
- Military and veteran status
- Gender, gender identity and gender expression

## Code of Conduct

Ohioana Book Festival's Anti-Harassment policy applies to all persons involved in the attendance or operation of the Ohioana Book Festival. This anti-harassment policy also applies to all Ohioana Book Festival online interactions which can include communications and content posted on, or directed towards Ohioana's social media accounts or sent through any of the communication tools available on Ohioana's website, [www.ohioana.org](http://www.ohioana.org).

Harassment may take many forms, but examples of harassment prohibited by this policy include, but are not limited to:

- **Verbal Harassment** – such as jokes, epithets, slurs, stereotyping, and remarks that denigrates or shows hostility or aversion toward an individual because of a protected characteristic;
- **Physical Harassment** – such as physical interference, unwelcome physical contact, and threatening, intimidating, or hostile acts that relate to a protected characteristic;
- **Physical and Sexual Harassment** – including but not limited to physical interference, unwelcome physical contact, threatening or hostile acts, unwanted sexual advances, offering benefits in exchange for sexual favors, making or threatening reprisals after a negative response to sexual advances, visual conduct (leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons or posters), verbal conduct (making or using derogatory comments, epithets, slurs and jokes), verbal sexual advances or propositions, verbal abuse of a sexual nature, graphic

verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations, and physical conduct (touching, assault, impeding or blocking movements); or

- **Written or Visual Harassment** – such as offensive or obscene email, text messages, Internet postings, photographs, calendars, posters, cards, cartoons, drawings and gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material that denigrates or shows hostility or aversion toward an individual because of a protected characteristic.

### **Reporting Procedures**

Any person who believes there has been a violation of the Ohioana Book Festival Anti-Harassment Policy can report the offense in one or all of the following ways:

- The Ohioana Library Association will designate two board members who will be available during the festival to provide a safe space for anyone to report an incident. The Board Members will report directly to the entire Board.
- A complainant may request assistance from any Ohioana Library Association board member or member of Ohioana staff.
- Any individual is also welcome to report the an incident by submitting a report online through Ohioana Book Festival's Anti-Harassment Report Form. The form can be found on the Ohioana website or at the following link: <http://www.ohioana.org/anti-harassment-report-form/>

Ohioana encourages individuals who believe that they have been subjected to harassment at the Ohioana Book Festival to provide a written description of the incident(s) prompting their concern, including the names of the individuals involved and the names of any witnesses along with any supplemental evidence they may have. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate.

### **Non-Retaliation**

The Ohioana Book Festival Anti-Harassment Policy prohibits retaliation against any individual associated with Ohioana or the Ohioana Book Festival for reporting harassment, intimidation or discrimination, or for participating in an investigation relating to any complaint made under this policy. The sanctions for retaliation are the same sanctions available to address any other violation of the Ohioana Book Festival Anti-Harassment Policy.

### **Sanctions**

The Ohioana Library Association takes all allegations of harassment seriously. Every report will be investigated fully and the appropriate sanction determined.

Sanctions may include any of the following:

- warning the party involved that the particular behavior is inappropriate and must be ceased;

- immediate removal from the event;
- denial of access to the Ohioana Book Festival and other Ohioana spaces and venues on a temporary or permanent basis;
- prohibition from future attendance;
- expulsion from the Ohioana Book Festival

### **Confidentiality**

The Ohioana Library Association will make every reasonable effort to conduct all investigations into allegations of harassment, intimidation, or discrimination in a manner that will protect the confidentiality of all parties. Notwithstanding the above, confidentiality is not absolute, and those with a legitimate business reason to know and be informed of the allegations will be so informed. Parties to the complaint should treat the matter under investigation with discretion and respect the reputation of all parties involved.