

## **Montana State Library Commission**

### **Procedure for Reporting and Resolving Sexual Harassment Complaints**

Any employee or applicant who believes that he or she has been the subject of sexual harassment should report the alleged act immediately to the appropriate supervisor. Supervisors should make every effort to insure that complaints of sexual harassment are resolved promptly and effectively and notify the State Librarian of the alleged act.

If the employee is not satisfied with the action taken by the supervisor, the supervisor should advise the employee to bring the complaint to the Montana State Library EEO Officer. The complaint will be investigated by the EEO Officer and the employee will be advised of the findings and conclusion. A copy of the report will be given to the appropriate supervisor and the State Librarian.

All actions taken to resolve complaints of sexual harassment through internal investigation shall be conducted confidentially.

Any employee who is found after appropriate investigation to have engaged in sexual harassment of another employee or applicant for employment will be subject to appropriate disciplinary action, up to and including discharge.