



Harassment Policy

Reviewed and Updated by the Board of Directors March 20, 2020

Montford Park Players is committed to providing a safe working environment to everyone and holds a zero-tolerance policy for **all forms of unlawful discrimination and harassment**, including but not limited to sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any employee, volunteer, contractor, vendor, or other person in our workplace or job sites will be tolerated. Montford Park Players is committed to enforcing this policy at all levels within the organization. Pursuant to the results of an investigation, any officer, director, manager, supervisor, volunteer or employee who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment or removal from leadership. The organization recognizes that harassment incidents are both serious and sensitive and will make every effort to treat individuals reporting an incident with compassion, trust, and consideration, and will work to maintain appropriate confidentiality and discretion at every step of the process.

Sexual Harassment Defined:

Because confusion often arises concerning the meaning of sexual harassment in particular, it deserves special mention. Sexual harassment may take many forms, including the following:

- Offensive and unwelcome sexual advances or invitations, whether or not the employee, volunteer, contractor or vendor submits to the invitation, and particularly when a spoken or implied quid pro quo for sexual favors is a benefit of employment or continued employment;
- Offensive and unwelcome conduct of a sexual nature, including sexually- graphic spoken comments; offensive comments transmitted by e-mail or another messaging system; offensive or suggestive images or graphics whether physically present in the workplace or accessed over the Internet; or the possession of or use of sexually suggestive objects; and
- Offensive and unwelcome physical contact of a sexual nature, including the touching of another's body; the touching or display of one's own body, or any similar contact.

Procedures in Cases of Harassment:

Any individual who believes themselves to have been subjected to unlawful harassment of any kind, by any individual employed, contracted by, or operating on behalf of Montford Park

Players, is encouraged to report the harassment immediately to their immediate supervisor. If the referenced individual is uncomfortable reporting the harassment to their immediate supervisor for any reason, the referenced individual may report the harassment to the next higher level of management above the immediate supervisor or, if they prefer, to any of the organization's leaders listed below:

- Executive Director: John Russell, john.russell@montfordparkplayers.org,
or
- Board Chair: Jessica Frantz, jessica.frantz@montfordparkplayers.org
or
- The Board Production Liaison, introduced at the start of each show.

Montford Park Players is committed to taking all reasonable steps to prevent harassment, and will make every reasonable effort promptly and completely to address and correct any harassment that may occur. Every report of harassment will be investigated promptly and impartially, with every effort to maintain employee confidentiality. The complainant and the accused will be informed of the results of the investigation. If the organization finds that its policy has been violated, it will take appropriate corrective and remedial action, up to and including discharge of offending officers, volunteers, or staff, and/or similarly appropriate action towards offending vendors, contractors, or members. If the offending individual is a volunteer, the volunteer may be excluded from participation in all future organization activities.

Reporting Without Fear of Retaliation:

- No employee, volunteer, contractor, or vendor of Montford Park Players will be retaliated against for reporting harassment. This no retaliation policy applies, whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded.
- No Corporation officer, director, manager or supervisor is authorized, or permitted, to retaliate or to take any adverse employment action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice in the workplace.