

Sexual Harassment Policies – Draft 2/10/18

Purpose:

Marblehead Little Theatre is committed to providing a secure and comfortable environment to all who participate in and attend our programs and productions. We endeavor to ensure an environment that is free from harassment and/or the fear of harassment and where no one is subject to unwelcome verbal or physical conduct, from whatever the source. Harassment in any form violates fundamental rights and personal dignity and integrity.

Definition:

Harassment is defined as any unwanted physical, sexual, or verbal or written conduct that offends or humiliates, or is intended to humiliate by its nature, whether on a one-time basis or in a continuous series of incidents. Harassment has the effect or is calculated to interfere with an individual's performance. It results in creating an intimidating, hostile or offensive environment, results in a change in some condition related to person status, and results in a social or economic detriment to the person. Harassment can consist of a single incident or several incidents that occur over a time. Individuals have a right to be treated with respect in the workplace. MLT, in exercising its responsibility, will endeavor always to provide a safe and healthy work environment which is supportive of both productivity and the dignity of every person, including employees, volunteers, families and patrons.

Policy Statement:

Harassment is a form of discrimination. Harassment occurs when a person or group is subjected (often repeatedly) to unwelcome comments or behaviors that is insulting or demeaning, or is otherwise offensive. Common examples of harassment include name calling, telling offensive jokes, and making offensive gestures.

Harassment is harmful because it attacks the dignity and self-respect of the victim. In the workplace, it may negatively affect both the victim's ability to perform their duties and the work environment.

It is illegal to discriminate against or harass a person because of their:

- Race
- Colour
- National origin
- Religion
- Marital or Family status
- Physical or mental disability
- Sexual orientation
- Gender

Examples of Harassment:

- jokes based on gender, sexual orientation, or racial stereotypes;
- comments that make fun of or belittle or insult people because of their sex, pregnancy, race, or physical or mental disability;
- racist, sexist, or anti-gay publications or graffiti displayed in the workplace;

- any unwelcome behavior, such as starting rumors in the workplace, that is engaged in, in whole or in part, because of a person's race, sexual orientation, or other similar personal characteristic.

Procedure:

- 1.) If it is safe to do so, tell the person firmly that their actions or comments are unacceptable and ask them to stop. If you find this difficult, consider asking a friend for help.
- 2.) In the case where a person is harassed, that person or their parent or guardian is to contact the person in authority with whom they feel comfortable discussing with, through either a verbal and written statement. Persons in authority in rising order include:
 - Facility Manager
 - Stage Manager
 - Director
 - Producer
 - Program Director
 - Board Member
 - Board Vice President
 - Board President
 - Chairman of the Trustees
- 3.) Keep a record of the incident(s), including date, time of occurrence, location, what happened, witnesses, etc.
- 4.) Once reported, the Board of Directors in consultation with the Directors, Producers and/or Program Director will begin an investigation, or bring in appropriate parties to investigate, and all necessary steps will be taken to resolve the problem in an impartial and confidential manner.
- 5.) The alleged harasser will be told that there is a complaint and the name of the complainant.
- 6.) If the investigation yields evidence to support the complaint, the harasser will be disciplined, and appropriate documentation will be kept. Disciplinary action will vary depending on the severity of the harassment, whether the harassment was intentional or unintentional, whether the offense is an isolated case or other cases of harassment are identified, and other mitigating or aggravating circumstances. Discipline may range from education and counseling to written warnings and suspension or dismissal.
- 7.) Unprofessional behavior and negative work habits may result in a warning to you that such behavior is unacceptable.
 - At the discretion of Board, first offenses will result in either a verbal or written warning, depending on the degree of the infraction. Warnings will be issued by the Board.
 - Second warnings will be in writing and will require a meeting with the Board delegate.
 - A third warning may result in termination/expulsion, to be determined on a case-by-case basis by the Board of Directors.

- 8.) The complainant and/or the alleged harasser may be encouraged to seek outside supportive counseling.
- 9.) All complaints will be treated seriously. All information obtained during the investigation will be confidential, except where practical and necessary to determine a course of action, or to inform the proper authorities, where appropriate.
- 10.) Immediate Dismissal - Certain behaviors will not be tolerated. The Board reserves the right to immediately terminate/expel any membership exhibiting the following:
- Harassing, disruptive or threatening behavior whether sexual in nature or otherwise.
 - Physical violence towards another member or member of the public.
 - Illegal drug or alcohol abuse.
 - Theft