THE LITTLE THEATRE OF WATERTOWN

SEXUAL HARASSMENT POLICY

Adopted August 2019

The Little Theatre of Watertown (hereafter referred to as LTW) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment.

Therefore, LTW expects that all relationships among persons in the performance place (including but not limited to: audition spaces, rehearsal spaces, public areas, theaters, backstage areas and audiences) will be business-like and free of bias, prejudice, discrimination, and harassment.

***In order to keep this commitment,*** ***LTW maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws.***

This policy applies to all employer agents and employees, including supervisors and non-supervisory employees, and to nonemployees (volunteers) who engage in unlawful harassment in the performance space.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

1. Submission to such conduct is made an explicit or implicit term or condition of employment;

AND / OR

2. Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual;

AND /OR

3. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Employees who violate this policy are subject to discipline up to and including the

possibility of immediate discharge.

Examples of unlawful harassment include, but are not limited to:

• Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.

• Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail and faxes or gestures.

• Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at an employee because of the employee’s sex or other protected characteristic.

• Threats and demands to submit to sexual requests in order keep one’s job or avoid some other loss, and offers of employment benefits in return for sexual favors.

• Retaliation for having reported or threatened to report unlawful harassment.

Any employee or other person who believes he or she has been harassed by a coworker, supervisor, or agent of LTW or by a nonemployee (volunteer) should promptly report the facts of the incident or incidents and the names of the individual(s) involved directly to the President of Little Theatre of Watertown. Upon receipt of a complaint, LTW will undertake a prompt, thorough, objective and good faith investigation of the harassment allegations. The Board of Directors will convene within one week upon receipt of the complaint, and investigation and resolution will be determined within thirty (30) days of the board meeting.

An investigation involves:

• Speaking with the employee

• Speaking with the alleged harasser

• Interviewing witnesses

• Collecting and reviewing any related documents

While the process may vary from case to case, all allegations will be investigated promptly and resolved as quickly as possible. The investigation will be kept confidential to the extent possible.

If the organization determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Agency to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination. Any criminal activity will immediately be reported to the proper authorities.

Volunteers/Employees will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, we will not tolerate or permit retaliation by supervisors or co-workers against any complainant or anyone assisting in a harassment investigation.

This document serves as notice that the Board of Directors of Little Theatre of Watertown, and anyone under their employ (volunteers), are mandated reporters. Any suspected criminal activity, abuse, or endangerment of minors will be documented and promptly reported to the necessary authorities.

The Little Theatre of Watertown Report of Sexual Harassment form is publicly available and located at the company’s webpage: [www.littletheatrewatertown.com](http://www.littletheatrewatertown.com) and on the LTW Facebook page: <https://www.facebook.com/LittleTheatre.Watertown/> . Reports may be printed and mailed to The Little Theatre of Watertown P.O Box 8001, Watertown, NY 13601 – attn: President, or scanned and emailed directly to [lt@littletheatrewatertown.com](mailto:lt@littletheatrewatertown.com)