

THE LITTLE THEATRE OF WATERTOWN 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 directors and volunteers, including supervisors and non-supervisory volunteers, and to non-volunteers who engage in unlawful harassment in the performance space.

Any volunteer or other person who believes he or she has been harassed by a director, coworker, supervisor, or agent of LTW or by a non-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

If the organization determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any volunteer determined by the Board of Directors 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 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 agency (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 Complaint of Harassment form is publicly available and located online: <https://www.justice.gov/usao-wdwa/page/file/1044541/download>