



## HARASSMENT POLICY

Cottage Theatre will not tolerate harassment. No employee or volunteer should be subject to unwelcome verbal or physical conduct that is illegal in nature (e.g., derogatory of a person's gender, religion, age, disability, race, national origin or any other category protected by law). Harassment refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with the theatre's effectiveness. Violations of this policy may result in disciplinary action up to and including dismissal or removal from a production. This policy applies during business involving Cottage Theatre, or while on Cottage Theatre property by employees, volunteers, patrons, visitors, and independent contractors.

No staff member or volunteer may at any time harass any other staff member or volunteer, or other person with whom a staff member or volunteer comes into contact in connection with the activities of Cottage Theatre because of the other person's race, color, gender, age, religion, national origin, disability, or sexual orientation. Retaliation against any person for reporting any alleged harassment or cooperating with an investigation of a harassment complaint is equally unacceptable.

Examples of harassment are:

Verbal abuse, including slurs or other remarks or jokes offensive to any person because of that person's race, color, gender, age, religion, national origin, disability, or sexual orientation.

Sexual harassment, which is defined as any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature if:

- There is a quid pro quo - the expectation to submit to unwelcome behavior as a condition of involvement at Cottage Theatre, either implicitly or explicitly.
- The unwelcome behavior has the purpose or effect of interfering with a volunteer or staff member's work, performance, or of creating an intimidating, hostile, or offensive working environment.

In general, behavior can be qualified as sexual harassment in situations where all three questions below can be answered affirmatively:

- Is the behavior unwelcome?
- Is the behavior of a sexual nature?

- Is the behavior gender based? In other words, is the behavior directed at a person because of his/her gender (either the same or the opposite gender as the perpetrator of the behavior)?

It is the intent of Cottage Theatre to provide an environment free from verbal, physical, and visual forms [e.g., signs, posters, documents, or online content] of sexual harassment and an environment free of harassment, intimidation or coercion in any form. All employees and volunteers are expected to be sensitive to the individual rights of others involved with the theatre.

## **VIOLENCE POLICY**

Cottage Theatre is committed to providing a safe environment free of all forms of violence for all employees, volunteers, and patrons. Any act of violence or intimidation, including verbal or physical threats, is strictly prohibited at all times. Violence is defined as any act of physical, verbal, or written aggression by an individual in or related to Cottage Theatre, but excludes all choreographed stage violence. Violence, as defined by this policy, may also include destruction or abuse of property. Any employee or volunteer experiencing, observing, or having knowledge of any form of violence at Cottage Theatre should report it immediately.

## **REPORTING**

Any Cottage Theatre volunteer or employee who experiences or observes harassment or violence is encouraged to report the behavior or event via the process outlined in the Complaint Procedure.