

# ITHACA *community* ORCHESTRA

## Harassment Prevention Policy (ADOPTED 11/18/19)

Ithaca Community Orchestra (ICO) is committed to promoting an environment in which all individuals are treated with respect and dignity. Each individual has the right to be part of an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, ICO expects that all relationships among persons within our organization will be business-like and free of bias, prejudice, discrimination, and harassment.

In order to keep this commitment, ICO 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 local, state, or federal employment discrimination laws. This policy applies to all directors, officers, members, volunteers, and contracted persons (including but not limited to artistic and production personnel), herein referred to as “ICO Personnel”.

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

1. Submission to such conduct is made an explicit or implicit term or condition of employment or membership;
2. Submission to or rejection of such conduct by an individual is used as the basis of employment or membership decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s personal or professional performance or creating an intimidating, hostile, or offensive environment.

ICO Personnel 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:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
2. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail and faxes or gestures;
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at a person because of the person’s sex or other protected characteristic;
4. Threats and demands to submit to sexual requests in order to keep one’s job or membership, or avoid some other loss, and offers of employment or membership benefits in return for sexual favors;
5. Retaliation for having reported or threatened to report unlawful harassment.

Any person who believes he or she has been harassed by ICO Personnel should promptly report the facts of the incident or incidents and the names of the individual(s) involved to the President or Vice President of

the ICO Board of Directors. Upon receipt of a complaint, ICO will undertake a prompt, thorough, objective and good faith investigation of the harassment allegations.

If the organization determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any ICO Personnel determined by the company to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

ICO Personnel 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.