

TNW Ensemble Theater
Policy Statement on Harassment

The most productive and satisfying work environment, and the most fulfilling collaborative creative environment, is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.

All employees and volunteers have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of a worker's race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve, or use or nonuse of lawful products away from work is expressly prohibited under this policy. Harassment on any of these bases is also illegal in the employment context under the Wisconsin Fair Employment Act, Sections 111.31-111.39 of the Wisconsin Statutes.

This policy will be issued to all current workers and will be issued to all new workers during their orientation. As used in this policy, the term “worker” applies to both employees and volunteer workers.

Definitions

In general, harassment means persistent and unwelcome conduct or actions on any of the bases listed above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to

The repeated and unwelcome making of unsolicited, inappropriate gestures or comments;

The display of offensive sexually graphic materials not necessary for our work;

Harassment on any basis (race, sex, age, disability, etc.) exists whenever

Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,

Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.

The conduct interferes with a worker's work or creates an intimidating, hostile or offensive work environment.

Recognizing Harassment

Harassment may be subtle or overt. It does not include occasional compliments of a socially acceptable nature. It does include behavior that is not welcome and is commonly perceived to be offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; Women can harass other women. Offenders can be managers, supervisors, co-workers, and non-employees such as clients or vendors. Harassment need not involve explicit references to its target's protected status, i.e. sexual harassment need not be overly sexual in content, if it is motivated by its target's protected status.

Some examples:

Verbal: Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life, or pressures for sexual favors.

Non-Verbal: Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist, or other derogatory cartoons or drawings.

Reporting Procedure

Any worker who believes she/he/they is being harassed, or any worker, who becomes aware of harassment, should promptly notify Donna Peckett, Danielle Dresden or any member of the TNW Ensemble Theater Board.

Upon notification of a harassment report, a confidential and impartial investigation may be promptly commenced. It may include direct interviews with involved parties, and, where necessary, with workers or others who may be witnesses or have knowledge of matters relating to the report. The parties to the complaint, i.e., the reporting person, the alleged victims and the alleged perpetrators, will be notified of the findings and their options, if any.

Non-retaliation

Retaliation of any kind against any worker bringing a complaint or assisting in the investigation of a complaint is prohibited. Such workers may not be adversely affected in any manner within the control of TNW Ensemble Theater. Such retaliation is also illegal under Section 111.322 (2m), Wisconsin Statutes.

Disciplinary Action

The company views harassment and retaliation to be among the most serious breaches of work place behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

This acknowledges that I have received a copy of the TNW Ensemble Theater policy to Prevent Harassment. I acknowledge that I am expected to read, understand, and adhere to the TNW Ensemble Theater harassment policy.

I understand that if I have questions regarding the contents of this policy, I should ask Donna Peckett, Danielle Dresden, or the TNW Ensemble Theater Board President for clarification.

Employee Signature

Date

Employee's typed or printed name