

Proposed Sexual Harassment Policy

Objective

The objective of this policy is to define sexual harassment as prohibited by Bay City Players and to explain reporting procedures and the investigation process that will be followed when sexual harassment is reported.

Bay City Players may produce shows with adult themes and strong sexual content. Participation in these types of shows is purely voluntary and all potential cast members and crew will be advised of the content of such shows at the point of audition. It must be understood that the content and nature of a show alone will not be considered subjection to sexual harassment absent allegations of impermissible conduct or activities as defined below.

Bay City Players does not assume any liability for activities that cast, crew, volunteers or staff engage in that are unrelated to a show and take place outside of Bay City Players' property. Such activities are voluntary and not sanctioned by Bay City Players. Participants engaging in these activities do so at their own risk.

Scope

This policy applies to all board members, staff, committee chairs, volunteers, vendors and visitors of Bay City Players.

Defining Sexual Harassment

Sexual harassment is any unwelcome/unwanted conduct of a sexual nature that is severe or pervasive or creates an intimidating, hostile or offensive environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal and physical conduct of a sexual nature. Sexual harassment can happen to anyone regardless of sex, gender identity, sexual orientation, or gender expression.

Though sexual harassment includes a wide range of conduct and behaviors, some examples are listed below. These are only examples and not an exhaustive list:

- Physical assaults of a sexual nature, intentional physical conduct that is sexual in nature, such as touching, pinching, poking, patting, grabbing, brushing against another person's body.
- Unwelcome non-verbal behaviors of a sexual nature such as leering, staring, blocking a person's path, displaying sexually suggestive visuals, sexual gestures/body movements.
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality, sexual preference or sexual experience.
- Preferential treatment or promises of preferential treatment to someone for submitting to sexual conduct, including soliciting or attempting to solicit someone to engage in sexual activity for compensation or reward.

- Displays, publications or materials of a sexual nature that are posted anywhere on Bay City Players property, including the theatre proper and all social media outlets under the name of Bay City Players.
- By-standard or indirect sexual harassment (by-stander hears something offensive that was not aimed at or intended for them).
- Retaliation for the filing of sexual harassment complaints.

Reporting procedures

If someone feels that they have been subjected to sexual harassment, the incident(s) must be reported to the Director and Producer of the show, if applicable, or the Board President. In the event the complainant refuses to provide a written complaint, the party responsible for accepting the complaint will make a written record of the verbal complaint. It is important to report all concerns of sexual harassment or inappropriate sexual conduct as soon as possible in order for Bay City Players to take prompt action to investigate the allegations and take remedial action, if appropriate. Bay City Players will keep records of all reports of sexual harassment.

The complaint should include the following details, if possible and appropriate:

1. The name of the person reporting the alleged harassment;
2. The name of the person or persons allegedly committing harassment.
3. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
4. The names of other individuals who might have been subject to the same or similar harassment.
5. What, if any, steps the complainant has taken to try to stop the harassment.
6. Any other information the complainant believes to be relevant to the harassment complaint.

Investigation

1. Explain Bay City Players' sexual harassment policy and investigation procedures to all parties involved.
2. Exploring informal means of resolving sexual harassment complaints.
3. Notifying the police of criminal activities, if warranted.
4. Arranging for a prompt investigation of the alleged harassment and the preparation of a written report.
5. Submitting a written report summarizing the results of the investigation and making recommendations to the Executive Committee.
6. Notifying the complainant and the alleged harasser of the corrective actions to be taken, if any, and administering those actions.
7. Follow up with the complainant in a reasonable time frame.
8. Take any correction action deemed appropriate and necessary.

The person responsible for accepting complaints of sexual harassment will determine if an in-house investigation will be conducted or if a third party will be contracted to complete the

investigation. The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under local, state or federal law.

Discipline

Any persons who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a verbal reprimand. The discipline for very serious or repeat violations is termination from participation in Bay City Players' activities, including productions.