



SEXUAL MISCONDUCT, HARASSMENT, AND DISCRIMINATION POLICY

The goal of the Port Tobacco Players (“PTP”) is to provide a safe environment to participate in the theatre arts. This is an environment free from harassment (as discussed below) and discrimination based on race (including hair textures, afro hairstyles or protective hairstyles), national origin, color, creed, religion, age, disability, sex or gender (including pregnancy), veteran’s status, genetic information, marital status, sexual orientation, gender identity, or any other factor protected by federal, state or local law. PTP further prohibits retaliation against any individual for reporting or opposing sexual misconduct, harassment, or discrimination, or for participating in an investigation into sexual misconduct, harassment, or discrimination.

No member should be subjected to sexual misconduct, harassment, or discrimination by a member and all members should be aware of what harassment, both sexual and non-sexual, and discrimination are, and what steps to take if sexual misconduct, harassment, or discrimination occurs. This policy not only applies to members at all levels, but also to persons and/or organizations with whom we have business relationships.

Discrimination in General:

Discrimination includes unfavorable treatment of an individual based on any protected characteristic.

Retaliation:

Retaliation consists of a materially adverse action that is taken because an individual has reported or opposed sexual misconduct, harassment, or discrimination, or has participated in an investigation into sexual misconduct, harassment, or discrimination. Acts of retaliation should be reported to the Board of Directors immediately.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination or harassment charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Sexual Misconduct and Harassment Policy

Below is our harassment policy, which includes sexual harassment. We want to ensure that our culture is and always will be one based in respect and accountability. This culture is one that empowers our members to raise concerns and underscores our commitment to investigate complaints promptly and thoroughly. All members can report any instances of sexual misconduct, harassment, or discrimination to any member of the board of directors or anonymously through our website. No matter a person’s position within the theatre we are all responsible for maintaining a safe environment and are deserving of that safe environment.

Harassment, including Sexual Harassment:

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where:

1. Submission to such conduct is made a term or condition of an individual's participation, either explicitly or implicitly,
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's participation, or
3. Such conduct unreasonably interferes with an individual's volunteer tasks or has the effect of creating an intimidating, hostile or offensive environment.

Insignificant slights, annoyances, and isolated incidents will not rise to the level of illegality. To be unlawful, the conduct must create an environment that would be intimidating, hostile, or offensive to a majority of members.

Examples of harassing conduct may include, but are not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts, denigrating jokes; and written or graphic materials that denigrate or show hostility or aversion toward an individual or group and that is placed on the theater's premises, circulated in the theater, or generally published in a manner so as to be viewed by others in the workplace.

More specifically, sexual harassment includes conduct of a sexual nature or based on an individual's gender or gender identity. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Examples of sexual harassment may include, but are not limited to: unwanted and unwelcome sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; leering, whistling or touching; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures; or other physical, verbal or visual conduct of a sexual nature; sexual or discriminatory displays or publications anywhere in PTP spaces by the PTP members.

All of the above also apply to text, audio and electronic communications such as telephone calls, voice mail messages, and emails.

Complaint Procedure

PTP encourages individuals who believe they are being subjected to sexual misconduct, harassment, or discrimination to address the issue, regardless of the alleged offender's identity or position. The PTP have established the following procedure to facilitate the investigation and resolution of claims of sexual misconduct, harassment, or discrimination:

1. If possible, the individual affected should politely but firmly advise the offender that their behavior is unwelcome and request that it stop immediately. The offender may not realize that their behavior is offensive and often this action alone will end the unwelcome advances or behavior. It is not necessary for an individual to speak directly to the offender if they feel uncomfortable or believe that negative consequences may result.
2. If for any reason an individual does not wish to address the offender directly, or if such action does not end the offensive conduct, the individual should notify any member of the Board of Directors, or, if the conduct is occurring while participating in a production, one of the leaders of the production (the Producer, or any Manager or Director).

3. Members may contact a member of the Board of Directors if they observe or receive a report of possible sexual misconduct, discrimination, or harassment. Individuals are encouraged to come to the Board of Directors with any questions about this policy or sexual misconduct, harassment, and discrimination generally.
4. Individuals are also encouraged to bring any concerns about possible sexual misconduct, harassment, or discrimination to the Board of Directors, even if they are not sure that it violates this policy. This may enable the PTP to address potential issues early on. Alternatively, anonymous reports regarding sexual misconduct, harassment, or discrimination can be made by filling out the See Something Say Something form located on our website www.ptplayers.com.

Reporting to Law Enforcement

Anyone with direct knowledge of complaint of abuse or neglect regarding persons who are currently minors or developmentally disabled persons are required by Maryland Law to report this information to the local department of social services or the appropriate law enforcement agency.

PTP's Investigation

Claims of sexual misconduct, harassment, or discrimination will be investigated promptly, thoroughly, and impartially. Confidentiality as to the identity of and the information provided by those who report harassment, alleged victims, witnesses, and alleged harassers will be maintained throughout the investigative process to the extent possible and permitted by law, consistent with adequate investigation and appropriate corrective action. Individuals are encouraged to respond to questions and otherwise participate fully in the investigative process.

Because of the sensitive nature of these complaints, all members of the production teams (producers, directors, managers, and designers) will be required to sign a Confidentiality Agreement acknowledging receipt and understanding of these policies. At the board's discretion, a Non-disclosure Document (NDA) may be required regarding specific EEO and Sexual misconduct complaints, investigations and results, and any punitive actions. Board members participating in closed meetings regarding any sexual misconduct, harassment, or discrimination complaints, investigations and results, and any punitive actions must adhere to the strictest confidentiality set forth in Robert's Rules of Order, Chapter 9 sections 24-27. Board members may be required to sign a Non-disclosure Agreement (NDA) at the discretion of the Executive Officers regarding specific sexual misconduct, harassment, or discrimination complaints. The NDA does not cover normal production/theater operations or normal board meetings.

Disciplinary Action and Other Consequences

We consider sexual misconduct, harassment, discrimination, or retaliation to be an act of wrongdoing and subject to immediate and appropriate disciplinary action to include (but not limited to) suspension from a show, suspension from production team participation, suspension for a season, and revocation of membership for 1 year or more in accordance with the Corporation By-laws. Because of the sensitive nature of sexual misconduct, harassment, or discrimination cases, the meeting will be closed to the general membership in accordance with Robert's Rules of Order, Chapter 9 sections 24-27, and the Board of Directors will comprise the quorum for voting in accordance with Article II Section 3 of the Corporation By-laws.

False and malicious complaints of harassment, discrimination or retaliation may result in appropriate disciplinary action for individuals raising complaints, including removal from PTP's programs. On the other hand, an individual will not be disciplined or subject to other negative consequences merely because the complaint is found to be without merit.

**ACKNOWLEDGMENT OF RECEIPT OF SEXUAL MISCONDUCT, HARASSMENT, AND
DISCRIMINATION POLICY**

By signing below, I acknowledge that I have received a copy of PTP's Sexual Misconduct, Harassment, or Discrimination Policy, and understand that I am responsible for knowing its contents.

Member Signature Printed Name Date

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