

East Hartford Summer Youth Festival Inc

Anti-Discrimination and Sexual Harassment Policy

Purpose of the Policy

The purpose of the Anti-Discrimination and Sexual Harassment Policy for the East Hartford Summer Youth Festival is to create a safe and welcoming environment for all of our participants. This policy applies to all members of EHSYF, including members of the Board of Directors, production staff and assistants, volunteers, actors, and additional participants in EHSYF events.

It is the policy of the EHSYF to report, investigate, and handle all forms of harassment. Members of the organization are encouraged to stop harassment at all times.

Anti-Discrimination

Anti-discrimination means to promote an environment that is free from discrimination based on sex, race, color, religion, national origin, marital status, age, disability, gender orientation, and other identifying characteristics in compliance with applicable federal and state anti-discrimination and harassment laws; to promote a safe environment for our membership that is free from harassment of any kind including sexual harassment; and to document a procedure for complaint and resolution.

Some forms of harassment include but are not limited to:

1. Verbal conduct such as derogatory epithets, jokes, or comments, comments on a person's age, private life, sexual orientation, etc., or the use of racial slurs
2. Production staff disproportionately disqualifying performers from roles based on identifying characteristics protected under state and federal laws
3. Retaliation for having reported or threatened to report unlawful harassment

Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes, but is not limited to, situations where a person is asked to engage in sexual activity as a condition of that person's position or role, as well as situations which create an environment which is hostile, intimidating, or humiliating for the recipient.

Examples of Sexual Harassment include, but are not limited to:

1. Unwelcome sexual advances, sexual favors, or lewd comments
2. Unwanted hugs, touches, and/or kisses
3. Derogatory or pornographic posters

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Reporting

This policy is intended to encourage and enable members of EHSYF to raise concerns in good faith about behaviors in our organization that might violate this policy.

Reports may be made to a member of the production staff or the Board of Directors. Some Board of Directors members have been trained to handle reports of harassment. An initial report may be made in person, by phone, written or by email.

It is the responsibility of those who hear a report to share the information in a timely manner with the members of the Board of Directors who have received training. The issue shall be raised with the full Board of Directors in confidence, for the purpose of ensuring a safe environment.

Reporting in Crisis

Individuals are encouraged to use this policy to report claims within the EHSYF. If an individual does not feel safe in any way doing so within EHSYF, then they are encouraged to report claims of misconduct to local, state, or federal authorities. An individual should call 911 if they are in immediate need for help

The East Hartford Police Department can be contacted at (860) 528-4401

The Connecticut Commission on Human Rights and Opportunities can be contacted at 860.541.3400 or go online at www.ct.gov/CHRO and report your complaint.

Confidentiality

Individuals submitting a report may ask for anonymity and can expect confidentiality among the EHSYF Board of Directors. Reports shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Sanctions and Disciplinary Measures

Anyone who has been found to have harassed another person, sexually or otherwise, under the terms of this policy is liable to any of the following sanctions depending on the gravity of the conduct:

- Oral or written warning
- Release from their position with EHSYF, including but not limited to, membership on the Board of Directors, member of the production staff, a cast member in any EHSYF production

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- Disclosure to appropriate authorities, if warranted

Links to Sources

<https://www.councilofnonprofits.org/sites/default/files/documents/harassment-prevention-policy.pdf>

<https://www.councilofnonprofits.org/tools-resources/whistleblower-protections-nonprofits>

<http://www.ncsl.org/research/labor-and-employment/discrimination-employment.aspx>

<https://nonprofitrisk.org/resources/e-news/workplace-harassment/>

<https://www.councilofnonprofits.org/sites/default/files/documents/harassment-prevention-policy.pdf>