

## **MILTON PLAYERS' HARASSMENT POLICY**

*This policy applies to all members of Milton Players.*

### **I. INTRODUCTION**

The Milton Players is not an “employer” as defined by Massachusetts law but is instead a non-profit organization consisting of volunteers. Nonetheless, given our recognition of the harms caused by sexual harassment, we desire to provide Milton Players members with similar protections that Massachusetts employees receive under state law.

It is the goal of Milton Players to promote an environment that is free of harassment of any kind. Harassment of members occurring in the theater or in other settings in which members may find themselves in connection with their membership will not be tolerated by this organization. Further, any retaliation against any individual who has complained about harassment or against any individual who has cooperated with any investigation of a harassment complaint similarly will not be tolerated. The purpose of this policy is to define conduct that is unacceptable in the theater environment and to explain the procedures by which allegations of harassment may be reported and how such allegations will be handled.

Because Milton Players takes allegations of harassment seriously, we will respond promptly to complaints of harassment. In all cases where it is determined that harassment has occurred, we will act promptly to eliminate the conduct and impose such corrective action as we deem necessary.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment, the policy is not designed or intended to limit our authority to take remedial action for conduct which we deem unacceptable, regardless of whether the conduct satisfies the definition of harassment.

### **II. DEFINITION OF SEXUAL HARASSMENT**

Under Massachusetts law, the definition for sexual harassment is as follows: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- b. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitute sexual harassment.

As noted above, The Milton Players is not an employer and its volunteers do not participate in activities in a workplace. Nonetheless, we have adopted the spirit of these definitions and shall apply them as appropriate in the theatre environment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment. While it is not possible to list all conduct that may constitute sexual harassment, the following are some examples which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, cartoons
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- Inquiries into one's sexual experiences, or
- Discussion of one's sexual activities

All members should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint, will not be tolerated by this organization.

In addition, the Milton Players will not tolerate any harassment, comments that are offensive or unwelcome, display or distribution of any written or graphic material that shows disrespect toward an individual or group because of national origin, race, color, religion, age, gender, gender/sexual identity, sexual orientation, appearance, disability, marital or other protected status.

Special Note: At times rehearsals and performances may contain intimacy. These moments may be light but should remain professional. Actors have the ability to change in a more private area aside from the dressing room to protect their privacy.

### **III. COMPLAINTS OF HARASSMENT**

If any of our members believes that he or she has been subjected to harassment, the member has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting the Member-at-Large. See page 3 for contact information. The Member-at-Large must report all allegations to Offices and

Executive Board. These persons are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

#### **IV. HARASSMENT INVESTIGATION**

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

#### **V. REMEDIAL ACTION**

If it is determined that inappropriate conduct has been committed by one of our members, we will take such action as is appropriate under the circumstances. Such action may range from membership suspensions to barring from membership or from positions of authority, and may include any other forms of action as we deem appropriate under the circumstances.

#### **VI. CONTACT INFORMATION**

- a. Member-at-Large: Brianne Marks
- b. President: Heidi Rubera

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