



Sexual Harassment Policy

Introduction

Olathe Civic Theatre Association (OCTA) strives to provide a safe environment in an atmosphere free of harassment and abusive practices. OCTA will not tolerate or condone any form of sexual harassment between or among any of its participants, including the Board of Directors, directors, parents, production team members, and volunteers, during the participation in or preparation of any event or activity conducted under the auspices of OCTA. The OCTA Sexual Harassment Policy is a zero-tolerance policy by purpose and definition.

Purpose

This policy serves to define, set forth reporting policies, and protect all members from sexual harassment while at the Olathe Civic Theatre Association.

Definition

For the purposes of this policy, acts of *sexual harassment* includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when submitting to or rejecting said conduct is used as (a) the basis for making decisions which affect the individual, (b) has the purpose or effect of interfering with an individual's performance, and/or (c) creates an insulting, intimidating, humiliating, malicious, degrading, or offensive/hostile environment.

Sexual harassment can be perpetrated by males against females, females against males, between males, or between females.

Sexual Harassment Reporting and Complaint Resolution Procedures

A person who experiences or is witness to sexual harassment between or among OCTA members is encouraged to make it known to the harasser that the behavior is unwelcome, offensive, and contrary to this policy.

If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant shall report the harassment to the Production Manager or another OCTA Board Officer.

The OCTA Board Officer to whom the harassment is reported shall communicate to the complainant the options for pursuing an informal resolution of his or her complaint, the right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible, the confidentiality provisions of this policy, the right to be represented by a person of their choice at any stage in the complaint process, and/or the right to withdraw from any further action in connection with the complaint at any stage. The complainant acknowledges that OCTA reserves the right to continue to investigate the complaint autonomously from themselves, and that there are three possible outcomes to this initial meeting of complainant and Officer.



Sexual Harassment Policy (cont.)

Sexual Harassment Reporting and Complaint Resolution Procedures (cont.)

(a) The complainant and Officer agree that the conduct does not constitute harassment. If this occurs, the Officer will take no further action and will make no written record.

(b) The complainant brings evidence of harassment and wishes to pursue an informal resolution. If this occurs, the Officer will assist the two parties to negotiate a solution acceptable to the complainant. If desired by the parties and if appropriate, the Officer may also seek the assistance of a neutral mediator. If informal resolution yields a result that is acceptable to both parties, the Officer will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action.

(c) The complainant brings evidence of harassment and chooses to press a formal written statement. If this occurs, the Officer shall forward the formal written complaint to the entire Board of Directors, who shall resolve the matter in the most expeditious manner possible.

Confidentiality

OCTA understands that it can be extremely difficult to come forward with a complaint of sexual harassment and that it can be devastating to be wrongly accused/cited of/for sexual harassment, as it is equally so to be victimized. OCTA recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

OCTA shall not disclose to outside parties the name of the complainant and respondent, or the circumstances giving rise to a complaint, unless such disclosure is required for a disciplinary or other remedial process.

Due Authority

If a person in authority knows or should reasonably have known that harassment or abuse may have occurred and fails to report it or take appropriate action as set out in this policy statement, that person may be subject to disciplinary action.

Retaliation

Retaliation or threats of reprisal against an individual for filing a complaint under this policy or for participating or assisting in any procedure under this policy will be considered harassment for the purpose of this policy, and disciplinary action will follow.

Acknowledgement

I have read, understand, and will adhere to the policies set forth herein. I understand that violation of this Sexual Harassment policy may jeopardize my ability to be hired by or volunteer with the Olathe Civic Theatre Association in the future. I understand the definitions set forth herein and have had the opportunity to ask for clarification on this policy, and will help to maintain a neutral and safe environment for myself and the entire production team.