

## The Peak Ballet Theatre Harassment Free Environment Policy

### Approvals:

<b>OWNER: PBT Board of Directors</b>	<b>DATE</b>	<b>ORIGINATOR: Karen Capen</b>	<b>DATE</b>
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Document Title: The Peak Ballet Theatre Harassment Free Environment Policy and Procedure

Revision: B

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## Revision History

<b>Rev</b>	<b>Date</b>	<b>Description of Change</b>	<b>Originator</b>
A	7/1/06	Initial Issue	Karen Capen
B	7/23/07	Review, removal of extraneous policy attached to the end	Karen Capen

**SUBJECT: The Peak Ballet Theatre Harassment Free Environment Policy**

**PERSPECTIVE**

It is The Peak Ballet’s policy to provide an environment where employees can work and students can thrive in an environment free of harassment based upon a person’s sex, gender, race, religion, color, national origin, ancestry, citizenship, age, physical appearance, physical or mental disability, medical condition, marital or veteran status, sexual orientation, pregnancy and any other basis protected by applicable law. Harassment not only violates Peak’s policy, but may also be illegal dependent on current state and federal law. Its occurrence may subject an employee to discipline, up to and including immediate termination. It may also subject a student/family to expulsion. It is the responsibility of every employee, independent contractor / consultant, student, parent, or family member of a student to not engage in harassment of any type. The Director is responsible for implementing and monitoring compliance with this policy.

**DEFINITIONS**

- Harassment includes, but is not limited to, any kind of repeated offensive or objectionable verbal or non-verbal abuse that causes humiliation, or intimidation, or interferes with an employee's or student’s performance because of the individual’s gender, race, religion or other protected status as listed above.
- Harassment in employment may take many different forms. Examples include:
  - **Verbal conduct** such as epithets, derogatory comments, slurs or unwanted comments and jokes;
  - **Visual conduct** such as derogatory posters, cartoons, drawings or gestures;
  - **Physical conduct** such as assault, blocking normal movement, restraint, touching or other physical interference with work directed at an individual; or
  - **Threats and demands** e.g. to submit to inappropriate conduct or perform -inappropriate actions in order to keep or get a job or part, to avoid some other loss, or as a condition of job benefits, security, promotion or casting.
- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment;
  - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or casting decisions affecting the individual; or Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

Directors, Faculty and students are expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur or is immediately stopped. Appropriate disciplinary action will be taken against any employee or student who violates this policy. Based on the seriousness of the offense, disciplinary action may be taken.

**ROLES DEFINITION**

“**Director**”- Artistic Director of The Peak Ballet Theatre

**“Parent Administrator”**- Parents that assist in the administration of The Peak Ballet Theater but are not employees or staff. Parent Administrators are approved and appointed by the Board of Directors of The Peak Ballet Theatre.

### **GUIDELINES**

- Discrimination and harassment of any employee, independent contractor, consultant, student or family, by another co-worker, student or family member, on the basis of any individual's race, color, religion, sex, gender, age, national origin, ancestry, citizenship, physical or mental disability, medical condition, marital or veteran status, sexual orientation, pregnancy or any other basis protected by applicable law will not be tolerated. Violation of any aspect of The Peak’s EEO Policy will result in disciplinary action, up to and including immediate termination or expulsion. It is important to communicate with your fellow students and faculty members regarding any interactions that may make you feel uncomfortable. If another student or faculty member is making you feel uncomfortable in any way, please promptly advise the individual to cease such objectionable conduct.
- If for any reason you are uncomfortable directly communicating your objections, please follow the appropriate procedure described below.

### **PROCEDURE**

- If you believe that you are the subject of harassment or discrimination on any of the bases enumerated above, or if you have observed or believe you have observed such harassment or discrimination, you should contact the Director or a faculty member you are comfortable with by telephone or in person, or set forth the particulars in a memorandum. If a complaint involves the Director, or if the individual feels uncomfortable reporting the harassment, he/she should report the harassment to a member of the Board of Directors and/or a Parent Administrator. An investigation should commence immediately. If the investigation establishes that the complaint is valid, The Peak will take prompt and appropriate corrective action, including disciplinary action, designed to stop the harassment immediately and to prevent its recurrence. Such disciplinary action may include immediate termination or expulsion. The complaint and all matters relating to the complaint will be kept confidential to the extent feasible.

#### **Retaliation**

- You are protected by Peak policy, and may be legally protected, from retaliation for opposing unlawful discriminatory practices, for having reported harassment or discrimination, for having assisted another employee or student in reporting harassment or discrimination. Retaliation will not be tolerated. Retaliation against an employee, independent contractor, student or consultant will result in disciplinary action, up to and including termination or expulsion. Any person who believes they have been retaliated against should contact the Director and Peak will investigate and take corrective action as warranted under the circumstances.

### **REFERENCES**

The Peak Ballet Disciplinary Policy and Process