

## Holland Community Chorale: Harassment Policy

### Harassment

The Holland Community Chorale intends to provide an environment that is pleasant, professional, and free from intimidation, hostility or other offenses. Members, employees, and members of the Board of Directors of the Holland Community Chorale are prohibited from doing anything that intimidates, insults, coerces, or harasses another person affiliated with the organization. This also includes audience members or people who are participating in a Holland Community Chorale event. *Harassment of any sort—verbal, physical, nonverbal—will not be tolerated.* The intention of the Holland Community Chorale is to provide a safe and harassment-free environment for all of its affiliates, including harassment directed toward people in protected classes. Protected classes include—but are not necessarily limited to—race, color, religion, sex, genetic information, sexual status, veteran status, or any other protected status defined by law.

### Sexual harassment

Sexual harassment may include unwelcome or unsolicited sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

- (1) submission to the conduct is made an explicit or implicit term or condition of employment (or participation); or
- (2) submission to or rejection of the conduct is used as the basis for a decision affecting an individual; or
- (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a humiliating, intimidating, hostile, or offensive environment.

Sexual harassment can involve one or more incidents. Actions constituting harassment may be verbal, nonverbal, or physical. Examples of sexual harassment may include, but are not limited to, the following:

**VERBAL:** explicit sexual advances or propositions; repeated and/or unwanted social invitations or requests for physical intimacy; threats; sexual innuendo, suggestive comments of a sexual nature, or sexually oriented kidding or teasing; stories or jokes of a sexual nature or about gender-specific traits; obscene language; comments on another person's appearance, age, private life, etc.; insults based on a person's gender, including nicknames; condescending or paternalistic remarks of a sexual nature; sexually explicit messages (by phone, app, or email).

**NON-VERBAL:** sexually explicit or suggestive materials or sounds; suggestive or inappropriate whistling or leering; sexually suggestive, obscene, or crude gestures, photos, pictures, or other visual materials (may include calendars, post cards, magazines, etc.).

**PHYSICAL:** unwelcome or unsolicited touching, patting, pinching, stroking, kissing, hugging, fondling, or other inappropriate touching; intentionally brushing against another person's body; coerced sexual intercourse; sexual assault other physical violence.

## Harassment Reporting and Complaint Procedure

All Holland Community Chorale employees, members, and members of the Board of Directors have a responsibility for keeping our work and performance environment free of harassment. Any employee, member, or member of the Board of Directors who becomes aware of an incident of harassment—whether by being subjected to harassment, by witnessing an incident, or by being told of it—must report it immediately to:

- the Artistic Director, or
- the President of the Board of Directors, or
- the Chairperson of the Operations Committee.

When the Artistic Director, the President of the Board of Directors, or the Chairperson of the Operations Committee becomes aware of the existence of harassment, he or she will take prompt and appropriate action.

The Holland Community Chorale encourages any of its members, employees, or members of the Board of Directors who believes him/herself to be the victim of harassment by another person affiliated with the Holland Community Chorale to communicate directly with the alleged harasser and to make it clear that the harasser's behavior is unacceptable, unwelcome, offensive, and/or inappropriate. It is essential, however, that the incident(s) be reported even if the reporting person is not sure if the offending behavior is considered unlawful harassment.

When the Artistic Director, the President of the Board of Directors, or the Chairperson of the Operations Committee is made aware of alleged harassment, he or she will immediately document the incident. All reports of harassment will be promptly and thoroughly investigated. Reports and investigations will be kept confidential to the extent possible consistent with resolving the matter and taking appropriate corrective action. Absolute confidentiality cannot be guaranteed.

Any member, employee, or member of the Board of Directors who is found to have harassed another person affiliated with the Holland Community of Chorale (this includes other members, employees, members of the Board of Directors, audience members, or people who are participating in a Holland Community Chorale event) will be subject to severe disciplinary action up to and including immediate termination of employment and/or membership. The Holland Community Chorale also may take additional action necessary to effectively resolve the situation consistent with efficient operations.

Retaliation for reporting harassment will not be permitted. No one will be retaliated against regarding employment opportunities, compensation, assignments, or other terms or conditions of employment and/or membership as a consequence of submitting a report of harassment or for participating in an investigation.