

Ripple Effect Artists

Non-Discrimination and Discriminatory Harassment Policy

General Policy Overview

The objectives of this policy are to make sure that employees, performers, stage managers, independent contractors, associates, and interns of Ripple Effect Artists are aware that harassment and discrimination are unacceptable practices and are incompatible with the standards of this organization, as well as being a violation of the law.

Ripple Effect Artists is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully, and have equal opportunities in a safe and supportive environment where creativity can flourish. Ripple Effect Artists will not tolerate unlawful discrimination or harassment of any kind and believes that with a combination of respect, communication, common sense, and empathy, Ripple Effect Artists can create an environment that prioritizes safety while also doing work of the highest quality.

All employees, performers, stage managers, independent contractors, associates, and interns of Ripple Effect Artists, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur.

Equal employment opportunity is the law. Title VII of the Civil Rights Act of 1964 prohibits employment discrimination and harassment based on race, color, religion, ethnicity, sex and national origin, the Americans with Disabilities Act of 1990 prohibits discrimination based on disability. Other federal, state, and local laws prohibit various forms of discrimination and harassment. Ripple Effect Artists is committed to providing equal opportunity in accordance with the law, a positive working environment where diversity is embraced, and a workplace environment free from unlawful discrimination and harassment. Ripple Effect Artists has developed a policy on discrimination and harassment and is committed to its enforcement.

Application

The right to freedom from discrimination and harassment extends to all employees, performers, stage managers, independent contractors, associates, and interns of Ripple Effect Artists, including full-time, part-time, temporary, probationary, casual and contract staff, as well as volunteers, students, and apprentices.

It is also unacceptable for members of Ripple Effect Artists to engage in harassment or discrimination when dealing with clients, patrons, or with others they have professional dealings with. This policy also applies to Ripple Effect Artist events that occur in all locations and travel to those locations.

Non-Discrimination

Discrimination: means any form of unequal treatment, imposing extra burdens or denying benefits. This policy prohibits discrimination or harassment based on the following grounds, and any combination of these grounds:

- Age
- Creed (religion)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation
- Gender identity
- Gender expression
- Family status (such as being in a parent-child relationship)
- Marital status (including married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same-sex or opposite-sex relationship)
- Disability (including mental, physical, developmental or learning disabilities)
- Race
- Ancestry
- Place of origin
- Ethnic origin
- Citizenship
- Color
- Record of offences (criminal conviction or for an offence for which a pardon has been received)
- Association or relationship with a person identified by one of the above grounds
- Perception that one of the above grounds applies.

It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, then that is a violation of this policy. Discrimination in violation of this policy will be subject to disciplinary measures.

Harassment

Harassment: means a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy. Harassment can occur based on any of the grounds of discrimination.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Epithets, remarks, jokes or innuendos related to a person’s race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means
- Singling out a person for humiliating or demeaning “teasing” or jokes.
- Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person’s dress, speech or other practices that may be related to their sex, race, gender identity or creed.

If a person does not explicitly object to harassing behavior, or appears to consent to it, this does not mean that the behavior is acceptable. The behavior could still be considered harassment under this policy.

Sexual Harassment

Sexual Harassment: is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Ripple Effect Artist’s anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when . . . submission to or rejection of such conduct is used as the basis for employment decisions . . . or such conduct has the purpose or effect of . . . creating an intimidating, hostile or offensive working environment.”

There are two types of sexual harassment:

Quid Pro Quo Sexual Harassment

Quid Pro Quo Sexual Harassment: may occur when there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (i) submission to such conduct is an explicit or implicit condition of employment, performance opportunity or advancement, or (ii) submission to or rejection of such conduct is used as the basis for employment, performance opportunity, or advancement decisions.

Hostile Environment Harassment

Hostile Environment Sexual Harassment: may occur when there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Also, non-sexual conduct that is unwelcome and offensive and which is directed at an individual because of the individual’s gender may create a hostile environment. Racial, age-based, religious, ethnic, disability, sexual orientation, gender identity and/or expression, and other forbidden forms of harassment may occur when there is conduct which is motivated by or relates to an individual’s race, age, religion, ethnicity, disability, sexual orientation, gender identity and/or expression, or other characteristics protected by law. Hostile environment harassment occurs when such conduct is sufficiently severe or pervasive to and does: (i) unreasonably

interfere with an individual's work, performance, or ability to learn, or (ii) create an intimidating, hostile, or offensive work, performance or learning environment. The comments or conduct need not be directed at a specific person, and may be from any person, regardless of position or status. A single comment or action, if sufficiently serious, may create a hostile environment.

The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Gender-related comments about a person's physical characteristics or mannerisms
- Paternalism based on gender which a person feels undermines his or her self respect or position of responsibility
- Unwelcome physical contact
- Suggestive or offensive remarks or innuendoes about members of a specific gender
- Propositions of physical intimacy
- Gender-related verbal abuse, threats or taunting
- Leering or inappropriate staring
- Bragging about sexual prowess or questions or discussions about sexual activities
- Offensive jokes or comments of a sexual nature about an employee or client
- Rough and vulgar humor or language related to gender
- Display of sexually offensive pictures, graffiti or other materials including through electronic means
- Demands for dates or sexual favors.

Performance and Harassment

Ripple Effect Artists does not desire to police the comedic sensibilities or tastes of its performers. Given the nature of performances by Ripple Effect Artists of material that, in some cases, could be considered offensive to some, it is not the policy of Ripple Effect Artists to stifle the creative abilities of performers whose artistic expression may be considered offensive to others. However, if it is determined that the offensive content of the performance was done in an effort to harass a particular individual from the stage or to express the performer's hatred and/or intolerance to a protected individual or group, then, at the discretion of Ripple Effect Artists, appropriate disciplinary action will occur.

Consensual Relationships and Dating

The nature of the work Ripple Effect Artists encourages connection, collaboration, and community. This policy is not intended to prevent the development of mature adult relationships. However, it is within its jurisdiction to prohibit certain specific relationships that create compromising conflicts of interest or the appearance of such conflicts or may give rise to the perception by others that there is favoritism or bias in decisions. Ripple Effect Artists has a strong commitment to creating an environment that serves the community by providing a safe place to create, collaborate and come together.

No Retaliation

No individual who reports or complains about forbidden harassment or discrimination, or who assists Ripple Effect Artists in its investigation, will be subjected to retaliation. Anyone who feels that he or she has been the victim of, or threatened with retaliation should immediately inform the Artistic Director or any member of the Board of Directors. Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions.

Complaint Process

Ripple Effects Artists' policies prohibit harassment and discrimination by personnel, performers, instructors, associates and interns against any person, as well as harassment and discrimination directed towards theater patrons, contractors, consultants, suppliers, vendors, visitors, non-employees or non-theater-affiliated individuals, when such conduct occurs in conjunction with theater-related performances, rehearsals, classes or at Ripple Effect Artists sponsored events wherever conducted.

Ripple Effect Artists will courteously treat any person who invokes this complaint procedure and will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any individual who feels that he or she is being or has been subjected to forbidden harassment or discrimination may notify the Artistic Director or any member of the Board.

Confidentiality

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved and the wishes of the complaining person will be protected to as great a degree as is possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of Ripple Effect Artists' legal obligation to act on the charge and the right of the charged party to obtain information.

All complaints are required to be reported and made available to the Board of Directors by the next scheduled Board of Directors meeting or at an emergency meeting of the Board should circumstances so dictate.

Investigation

Ripple Effect Artists is not a criminal justice or law enforcement agency; however, it takes allegations of misconduct very seriously. Ripple Effect Artists may, at its discretion, investigate complaints of misconduct. The timing, scope, and extent of any investigation Ripple Effect Artists chooses to conduct will be determined at its sole discretion on a case-by-case basis, and

may be informed by certain criteria, including but not limited to: the severity of the allegation, the urgency of the situation and the resources available.

Alternative Legal Remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.

Ripple Effect Artists may, from time to time, revise this policy at its discretion without notice.