

ANTI-HARASSMENT POLICY

All Unlawful Harassment Prohibited

SPOKANE CHILDREN'S THEATRE strictly prohibits and does not tolerate unlawful harassment against employees, volunteers or any other person protected by employment or public accommodation laws because of race, religion, creed, national origin, ancestry, sex (including pregnancy), gender (including sexual orientation, gender identity), age, physical or mental disability, citizenship, genetic information, past, current or prospective service in the uniformed services, marital status, the use of a trained service animal or other protected class recognized by state, federal or local law.

Sexual Harassment

All SPOKANE CHILDREN'S THEATRE employees, and volunteers (including patrons and visitors) are prohibited from harassing employees and other covered persons based on that individual's sex or gender (including pregnancy, sexual orientation, and gender identity) and regardless of the harasser's sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request or conduct is used as a basis for employment decisions.
- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile or offensive work environment.

SPOKANE CHILDREN'S THEATRE will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually-related comments or jokes, unwelcome sexual advances or requests for sexual favors).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated. Harassment is prohibited both at the Theater and at Theatre-sponsored events.

Other Types of Harassment

SPOKANE CHILDREN'S THEATRE's anti-harassment policy applies equally to harassment based on an employee's race, religion, creed, national origin, ancestry, age, physical or mental disability, citizenship, genetic information, past, present or prospective service in the uniformed services, marital status, the use of a trained service animal or any other characteristic protected under applicable federal, state, or local law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, drawings or making derogatory gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated.

Harassment is prohibited both at the workplace and at employer-sponsored events.

Complaint Procedure

If you are subjected to any conduct that you believe violates this policy or witness any such conduct, you must promptly speak to, write or otherwise contact the Theatre's Executive Director or, if the conduct involves the Executive Director, then contact the Vice-President of the Board of Directors, ideally within a reasonable period of time. If you have not received a satisfactory response within five (5) days after reporting any incident of what you perceive to be harassment, please immediately send an email to HR@spokanechildrenstheatre.org. These individuals will ensure that a prompt investigation is conducted.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. SPOKANE CHILDREN'S THEATRE will directly and thoroughly investigate the facts and circumstances of all claims of perceived harassment and will take prompt corrective action, if appropriate.

No Retaliation

No one will be subject to, and SPOKANE CHILDREN'S THEATRE prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

SPOKANE CHILDREN'S THEATRE is committed to enforcing this policy against all forms of harassment. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If individuals feel that they or someone else may have

been subjected to conduct that violates this policy, they should report it immediately. If individuals do not report harassing conduct, SPOKANE CHILDREN'S THEATRE may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Violations of This Policy

Any employee, regardless of position or title, who has violated this policy, will be subject to discipline, up to and including termination of employment.

Administration of This Policy

The Theatre's Board of Directors is responsible for the administration of this policy. If you have any questions regarding this policy or questions about harassment that are not addressed in this policy, please contact the Executive Director.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

Acknowledgment of Receipt and Review

I, _____ (employee name, volunteer), acknowledge that on _____ (date), I received and read a copy of the SPOKANE CHILDREN'S THEATRE's ANTI-HARASSMENT POLICY, and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in this Policy is intended to help SPOKANE CHILDREN'S THEATRE's employees and volunteers work together effectively on assigned job responsibilities. This Policy is not a contract.

Signature

Printed Name/ Employee/ Volunteer (circle position)

Date]