

TRP IN THE ROUND PLAYERS ANTI-DISCRIMINATION AND NON-HARASSMENT POLICY

TRP in the Round Players (“TRP”) strives to maintain a work and artistic environment where all individuals are treated with respect and dignity. TRP prohibits all forms of unlawful discrimination and harassment and expects the cooperation of all persons engaged by The Theater to perform services, whether as employee, volunteer, contractor or otherwise (“Engaged Persons”) in making this policy work.

Equal Employment Opportunity

TRP is committed to providing equal employment opportunities. All qualified applicants and Engaged Persons will be considered for engagement and advancement without regard to race, color, religion, national origin, sex, disability, age, genetic information, creed, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, sexual orientation or any other status protected by applicable law. This policy applies to all terms and conditions of employment or other work engagement, including but not limited to promotions, transfers, compensation, terminations, training and participation in TRP sponsored benefits or programs, where applicable.

Engaged Persons should raise any concerns they might have regarding possible discrimination in accord with the complaint procedure described below. TRP prohibits and will not tolerate or permit retaliation against anyone who in good faith brings forth a complaint of possible discrimination.

Harassment, Inappropriate Conduct and Offensive Behavior

TRP is committed to maintaining a work environment that is free from discrimination and harassment, including unlawfully intimidating, hostile, or offensive conduct. Harassment and other inappropriate conduct that is based on, or is directed toward someone because of race, color, religion, national origin, sex, disability, age, genetic information, creed, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, sexual orientation or any other status protected by applicable law, is prohibited and will not be permitted or tolerated. Voice-mail and electronic communications (such as e-mail and Internet use) are covered by this policy in the same manner as other communications and actions.

Prohibited Conduct

For the purpose of this policy, prohibited conduct includes verbal, written, visual, or physical conduct that (1) relates to another person’s race, color, religion, national origin, sex, disability, age, genetic information, creed, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, sexual orientation or any other status protected by applicable law or (2) is directed toward another person because of that person’s race, color, religion, national origin, sex, disability, age, genetic information, creed, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, sexual orientation or any other status protected by applicable law, where such

conduct may have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited conduct may include, among other things, telling racist or sexist jokes or making offensive or derogatory remarks about another person's race, color, religion, national origin, sex, disability, age, genetic information, creed, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, sexual orientation or any other status protected by applicable law. Prohibited conduct includes, among other things, sexual harassment as discussed below.

Prohibited conduct includes, but is not limited to, conduct that may constitute or lead to sexual harassment, such as: use of suggestive sexual comments, jokes, or innuendo; persistent, unwanted flirtation or invitations for dates or other social activities; unwelcome sexual advances or passes; sexual remarks or questions about a person's body, clothing, or sexual activities; patting, pinching, or other offensive touching; or displays of sexually suggestive pictures or objects. Sexually harassing conduct may include conduct between persons of the same gender, regardless of the sexual orientation of those persons.

Discrimination and harassment are prohibited regardless of whether the prohibited conduct is committed by supervisors, co-workers, volunteers (house managers, ushers, front of house, actors, designers, directors, etc.), contractors, vendors, and board members. Engaged Persons must not engage in prohibited conduct against other Engaged Persons.

Complaint Procedure

Employees who become aware of or are subjected to possible discrimination or harassment should notify *[the Executive Director or the President of the Board of Directors] immediately or as soon as reasonably possible. Engaged Persons who are not employees who become aware of or are subjected to possible discrimination or harassment should notify the *[Volunteer Coordinator, Technical Coordinator, Stage Manager, Show Director, Office Manager, Executive Director, or any member of the Board of Directors] immediately, or as soon as reasonably possible. TRP may ask that complaints be put in writing to facilitate the investigation process. In addition, for Engaged Persons who are comfortable doing so, telling the person who is engaging in inappropriate behavior to stop is often the most effective way to stop objectionable behavior.

If the Volunteer Coordinator, Technical Coordinator, Stage Manager, Show Director, Office Manager or Board Member becomes aware of any incidents or alleged incidents of possible discrimination or harassment such person must immediately report, as soon as reasonably possible, them directly to the *[Executive Director or President of the Board of Directors]. The Volunteer Coordinator, Technical Coordinator, Stage Manager, Show Director, Office Manager, or Board Member who receives complaints of possible discrimination or harassment must consult with the *[Executive Director or President of the Board of Directors] before undertaking an investigation or other action. Any individual with authority (Executive Director, Board Member, Volunteer Coordinator, Technical Coordinator, Stage Manager, Show Director, or Office Manager) who fails to report allegations of discrimination, harassment, or other prohibited conduct or who otherwise fails to deal properly with such allegations may be subject to

discipline, up to and including termination of employment or prohibition from any further affiliation with TRP.

TRP will take prompt action to investigate allegations of discrimination or harassment. Based upon its investigation, TRP promptly will take any appropriate corrective action. Any Engaged Person found to have engaged in discrimination, harassment, or other prohibited conduct will be subject to appropriate discipline or other corrective action, up to and including termination of employment or prohibition from any further affiliation with TRP.

TRP's policy is to keep reports of discrimination or harassment confidential to the extent possible, consistent with the need for a thorough investigation.

If a party to a complaint does not agree with its resolution, that party may appeal to the Executive Director or the President of the Board.

TRP prohibits and will not tolerate or permit retaliation against any victim of or witness to discrimination or harassment. Any Engaged Person who retaliates against another person because of that other person's good faith complaint of discrimination or harassment, or good faith participation in an investigation, will be subject to discipline, up to and including termination of employment or prohibition from any further affiliation with TRP.

No Contract of Employment

This policy document is intended as a reference document containing general guidelines and does not necessarily represent all guidelines and practices of TRP. The language contained in this policy does not create a contract of any kind. This policy document is subject to change from time to time without prior notice, and TRP may deviate from this policy document where appropriate in individual circumstances in its sole discretion.