

# **Players Club of Swarthmore (PCS)**

## **Policy against Harassment, Discrimination and Abusive Behavior**

### **Introduction**

PCS is sincerely committed to an environment that values respect, one of the basic building blocks in any productive organization. Respect for one another is fundamental to getting work done in a way that allows everyone to freely apply their skills and talents to what we are trying to accomplish as a theatrical organization.

### **PCS Policy**

Our policy is clear: we strictly prohibit discrimination or harassment of any type against an individual because of that individual's race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth and breastfeeding), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, victim of domestic violence, sexual assault or stalking status, family leave or medical leave status, physical appearance, mode or style of dress, or other characteristic protected by applicable civil rights statutes. We disapprove of and will not tolerate any unlawful discrimination or harassment of, or abusive behavior towards our volunteers, members, patrons or tenants by anyone involved with PCS or with whom we have a business relationship (such as vendors or tenants). We also will not tolerate our staff or volunteers discriminating against or unlawfully harassing outside parties. The harassment and discrimination precluded by this policy includes any harassment or discrimination against an individual because the individual is perceived to have one of the characteristics mentioned above or is associated with a person who has or is perceived to have any such characteristic. We also strictly prohibit retaliating against anyone who has complained of discrimination or unlawful harassment or has supported such a complaint.

### **What is Unlawful Harassment**

Unlawful harassment includes unwelcome verbal, visual or physical conduct related to a protected characteristic that creates an intimidating, offensive or hostile environment.

### **What are examples of Unlawful Harassment**

Harassing conduct can take many forms. The following are examples of behaviors which, depending upon the total circumstances, may constitute unlawful harassment:

Verbal harassment:

- Using language of a sexual or vulgar nature
- Referring to others in offensive gender-based terms (hunk, honey, sweetie, babe, doll, etc.)
- Name calling
- Racial or ethnic epithets or jokes
- Making sexual comments, innuendoes, kissing sounds, catcalls, whistling, etc.
- Turning work discussions into sexual topics
- Telling sexual jokes or stories; laughing at or otherwise encouraging such stories
- Asking or telling about sexual fantasies, preferences, or history
- Making unwanted sexual compliments, innuendoes or suggestions

- Making sexual comments about a person's clothing, anatomy, or physical appearance
- Spreading rumors, telling lies, or speculating about a person's sex life

#### Non-verbal harassment:

- Looking a person up and down in a suggestive fashion
- Ogling another
- Giving unwanted personal gifts
- Displaying sexually suggestive visual materials
- Making facial expressions such as winking, throwing kisses, or licking lips
- Making sexual gestures with hands or through body movements
- Writing personal or suggestive letters, cards, memos or love letters
- Making unwanted visits to an employee's home, or to hotel room when traveling

#### Physical harassment:

- Giving an unwanted massage around the neck, shoulders or back
- Touching and/or rubbing oneself sexually against another person
- Deliberately standing close to or brushing up against a person or blocking their path, or otherwise attempting to physically intimidate them in some fashion
- Unwanted or deliberate touching, hugging, patting, pinching or caressing of a person's clothing, hair or body.
- Coercing sexual intercourse or other sexual acts
- Assault
- Any other intentional and materially offensive invasion of physical privacy
- Other forms of sexually harassing behaviors

### **What is Abusive Conduct/Bullying?**

Abusive conduct and or bullying is defined as conduct of anyone associated with PCS, with malice, that a reasonable person would find hostile, offensive and unrelated to a legitimate business interests. A single act shall not constitute abusive conduct, unless especially severe and egregious.

#### What are examples of Abusive Conduct/Bullying?

- Repeated use of insults, derogatory remarks, or epithets, name-calling (e.g., referring to someone as "stupid" or an "idiot").
- Threatening, intimidating, or humiliating verbal or physical conduct (e.g., blocking someone's exit).
- Gratuitous sabotage of a person's work performance (e.g., lying about another to others as to affect their role in a PCS related activity).

### **To Whom Does PCS's Policy Apply?**

Our policy applies to all staff members, cast, production teams, volunteers, independent contractors, consultants, clients, tenants, vendors, patrons and guests.

### **Protection Against Retaliation**

PCS will not tolerate any form of retaliation against anyone who opposes discrimination or prohibited harassment, files a bona fide complaint, testifies, assists, or participates in any manner in an investigation, proceeding, or hearing conducted by a state or federal agency.

## **Complaint Procedure**

If you believe you are experiencing unlawful discrimination, harassment, or retaliation, you should do something about the situation as soon as possible. In cases involving harassment, if you are able and are comfortable doing so, clearly explain to the person causing the harassment that you are uncomfortable with the behavior and ask that it cease. If your efforts to get the conduct to stop are unsuccessful, or if for any reason you prefer not to confront the problem person directly, or if your situation involves discrimination or retaliation, you should immediately report the incident to someone on the PCS staff (director, producer, stage manager, etc.) or to a PCS staff member not involved with the production (if a member of the current PCS staff is the problem) or to a member of the Board of Governors. If you wish, feel free to ask a friend or someone to accompany you to report the incident to PCS staff. It will be helpful if you can provide the date and details of the incident(s), the names(s) of the individuals(s) involved, and the names(s) of any witness(es). The PCS staff member will assist with documenting and reporting the issue. If you are uncomfortable with any of these processes, an Ombudsman will be made available by the committee, a person independent of the Board of Governors but familiar with the policies of PCS to be available to assist with the complaint. This resource can be contacted at [PCSombudsman@gmail.com](mailto:PCSombudsman@gmail.com) or you can email the committee at [PCSVolunteerRelations@gmail.com](mailto:PCSVolunteerRelations@gmail.com).

## **PCS's Responsibility**

Upon receipt of a complaint of unlawful harassment, discrimination or retaliation, PCS (or its qualified designee) will undertake a fair, timely, and thorough investigation that provides all parties with appropriate due process while reaching reasonable conclusions based on the evidence collected. Please understand that PCS has an obligation to investigate claims of discrimination, unlawful harassment, and/or retaliation. However, we will consider reported concerns to be highly confidential, and in the course of conducting our review will discuss complaints only with those whom we determine necessary in order to conduct a proper investigation and achieve an effective resolution.

Further, as mentioned above, PCS will not tolerate any retaliation against anyone who registers a complaint of illegal discrimination, harassment, or retaliation, or supports a someone's complaint. If a complaint is determined to have merit, appropriate action, up to and possibly including dismissal from participating in current or future PCS activities, will promptly be taken against any party found to have failed to act in accordance with PCS's policies.

## **Our PCS team's responsibility**

Production team and PCS staff members must promptly contact a member of the Board of Governors when an incident is reported to them, or they believe unlawful harassment, discrimination or retaliation is taking place.

PCS staff and production team leaders have the responsibility to stop all conduct they observe that is inconsistent with PCS's policy against harassment, discrimination and retaliation, and to create an environment that respects each individual.

**Each person's responsibility**

If you believe you are experiencing any form of harassment, discrimination or retaliation, you should follow the complaint procedure outlined above so your concerns can be promptly addressed. If you are able, clearly explain to the person causing the harassment that you are uncomfortable with his or her behavior and ask that it cease. You should be sensitive to, and informed about, what type of behaviors can constitute harassment. Do not engage in any of these behaviors, even in a joking way. Everyone has a vital role to play in ensuring that PCS is a harassment-free environment.

PCS recognizes that false claims of harassment made in bad faith can be damaging to individuals and to the theater environment in general. If, after investigating any complaint of harassment or unlawful discrimination, PCS determines that a complaint is not bona fide and was not made in good faith, or that an individual intentionally has provided false information regarding a complaint, action may be taken against the individual who filed the complaint or who gave the false information, up to and including the ability to participate in current and future PCS activities.