



NEW LIGHT THEATRE

OBJECTIVE

This document describes New Light Theatre's policies and procedures related to harassment and discrimination. New Light Theatre strives to create and maintain an environment in which people are treated with dignity, decency, and respect. The company environment should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. In pursuit of this mission, all employees, contract workers, artists, and volunteers should be free to work, create, and learn in a safe atmosphere. New Light Theatre will not tolerate discrimination or harassment of any kind.

POLICY

New Light Theatre is committed to providing an environment free of sexual or any other form of unlawful harassment or discrimination. Inappropriate behavior and unlawful harassment are wholly inconsistent with this commitment. "Employee" is defined as an individual employed by New Light Theatre, unpaid interns, applicants, joint employees, and apprentices. No employee, contract worker, artist, volunteer, or other person who does business with New Light Theatre is exempt from the prohibitions within this policy.

Harassment or discrimination based on race, color, ethnicity, sex, victim of domestic violence, pregnancy, gender (including gender identity), religion, creed, marital status, age, national origin, ancestry, citizenship, physical or mental disability, military and veteran status, genetic information, medical condition, sexual orientation, or any other legally protected category pursuant to federal, state, or local laws, is illegal and prohibited by this policy. Such conduct by or toward any employee, contract worker, artist, volunteer, or anyone else who does business with New Light Theatre will not be tolerated.

PROHIBITED CONDUCT UNDER THIS POLICY

Sexual harassment occurs when an employee is subjected to conduct that includes unwelcome sexual advances, requests for sexual and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an employee's employment;
2. submission to or rejection of such conduct is used as a basis for decisions affecting an employee; or
3. such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and lewd, vulgar, or obscene remarks, jokes, posters, or cartoons, and any unwelcome touching, pinching, or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs, and derogatory remarks, stereotypes, jokes, posters, or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories. Prohibited harassment also includes the transmission of materials such as cartoons, jokes, or links to offensive materials online using New Light Theatre's electronic communications system, or through other online conduct.



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CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIPS

If any employee or volunteer of New Light Theatre enters into a consensual romantic or sexual relationship with a member of their staff, or if one of the parties is in a supervisory capacity, the parties must notify the Managing Director of New Light Theatre. This requirement extends to supervisory capacities within an artistic production including, but not limited to, a director and an actor.

COMPLAINT PROCESS

All New Light Theatre employees, contract workers, artists, volunteers, or other workers and representatives who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, artist, volunteer, or anyone else who does business with New Light Theatre, should immediately do the following:

1. If you feel comfortable enough to do so, tell the person engaging in the harassing and/or discriminating behavior that their actions are not welcome and they must stop.
2. Report the incident via email or in writing to the production/event stage manager, Carlyn Miller – carlyn@newlighttheatre.com 484.574.4139 or New Light Theatre Managing Director, Tom Mucchetti – tom@newlighttheatre.com 610.220.2690
3. Report any additional incidents or retaliation that occur in writing to the production/event stage manager, Carlyn Miller – carlyn@newlighttheatre.com 484.574.4139 or New Light Theatre Managing Director, Tom Mucchetti – tom@newlighttheatre.com 610.2202.2690

It is important that you bring the matter to the New Light Theatre's attention promptly so that any concern of harassment or discrimination can be investigated and addressed appropriately.

Any reported incident will be investigated in a fair, impartial, timely, and thorough manner that provides all relevant parties with the opportunity to be heard and to present any information they think is relevant or important for consideration, and that allows New Light Theatre to reach reasonable conclusions based on the information collected. No one other than the designated parties listed above is authorized to investigate any claim of harassment. In responding to and taking action to address a complaint, New Light Theatre will be as discrete as reasonably possible under the circumstances and will maintain confidentiality of the matter to the extent reasonably possible, subject to its obligation to conduct a full and fair investigation.

If it is determined that harassment or discrimination in violation of this policy has occurred, the Managing Director will recommend appropriate disciplinary action to the governing Board of Directors of New Light Theatre. Appropriate action will be taken by New Light Theatre to stop and remedy any and all such conduct, including appropriate interim measures that may include suspension during a period of investigation. The Board of Directors will vote on the recommended disciplinary action by operating under the procedures outlined in New Light Theatre's established bylaws. The investigation will be completed in a timely manner, after which New Light Theatre will inform the complaining party of the conclusions reached concerning the complaint.



Retaliation Prohibited

New Light Theatre will not allow retaliation against anyone who makes a complaint under this policy. All New Light Theatre employees, contract workers, artists, volunteers, or other workers and representatives are protected by law from retaliation for opposing or reporting unlawful harassment or discrimination, or for otherwise participating in processes connected with an investigation, proceeding, or hearing conducted by New Light Theatre with respect to such complaints. New Light Theatre will take disciplinary action up to and including immediate termination of any employee who retaliates against another employee, contract worker, artist, volunteer, or other workers and representatives for engaging in any of these protected activities.

Violations of Policy

Any New Light Theatre employee, contract worker, artist, volunteer, or other workers and representatives who violates this policy may be subject to disciplinary action, up to and including termination of their employment or engagement.

Any employee who has questions about this policy or requires further information on the subject of sexual or other harassment or discrimination should contact one of the Named Representatives above.

Acknowledgment

By signing below, I acknowledge that I have read and understand this policy.

Date: _____

Printed Name: _____

Signature: _____

<p>If under 18, guardian name and signature also required:</p> <p>Printed Name: _____</p> <p>Signature: _____</p>
