

SPOKANE ENTERTAINERS GUILD & SPOKANE RENAISSANCE FAIRE ANTI-DISCRIMINATION/HARASSMENT POLICY

PURPOSE AND SCOPE

This policy is intended to prevent all members from being subjected to discrimination or sexual harassment.

POLICY

The Spokane Entertainer's Guild is an equal opportunity volunteer organization and is committed to creating and maintaining an environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Guild will not tolerate discrimination against volunteers in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Guild will take preventative and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The non-discrimination policies of the Guild may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

DISCRIMINATION

The Guild prohibits all forms of discrimination, including any action by a member that adversely affects a volunteer or member and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation and other classifications protected by law. Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's performance or creating a hostile or abusive environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment, can include derogatory comments, crude and offensive statements or remarks, making slurs or off-color jokes, stereotyping, engaging in threatening acts, making indecent gestures, pictures, cartoons, posters or material, making inappropriate physical contact, or using written material or office equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to our policy and to our commitment to a discrimination free environment.

HARASSMENT

The Guild prohibits all forms of harassment, including sexual harassment. It is unlawful to harass a volunteer or member for any reason.

Harassment is the act of systematic and/or continued unwanted or annoying actions of one party or a group, including threats and demands. This includes but is not limited to:

- Using indecent gestures;
- Using crude language;
- Sabotaging the victim's work
- Engaging in hostile physical contact;
- Using demeaning or inappropriate terms or epithets;

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical contact of a sexual nature when:

- a. Submission to such contact is made either explicitly or implicitly a term or condition of volunteer position or compensation.

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- b. Submission to, or rejection of, such conduct is used as the basis of volunteer decisions affecting the member.
- c. Such conduct has the purpose or effect of substantially interfering with a member's performance or creating an intimidating, hostile, or offensive environment.

ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

- a. Acts or omission of acts based solely on bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the Washington State Human Rights Commission.
- b. Bona fide requests or demands by a supervisor that a member improve his/her own work quality or output, that the member report to the job site on time, that the member comply with County or office rules or regulations, or any other appropriate work-related communication between supervisor and member.

RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice. Retaliation will not be tolerated.

RESPONSIBILITIES

This policy applies to all personnel. All members shall follow the intent of these guidelines in a manner that reflects our policy, standards and the best interest of the Guild and its mission. Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher ranking supervisor or manager. Complaints may also be filed with any member of the SEG Board of Directors.

Any member who believes, in good faith, that he/she has been discriminated against, harassed, subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for any allegation and shall proceed with resolution as stated below.

SUPERVISOR RESPONSIBILITY

Each supervisor and manager shall:

- a. Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- b. Take prompt, appropriate action within their units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.
- c. Ensure their subordinates understand their responsibilities under this policy.
- d. Ensure that members who make complaints or who oppose any unlawful practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- e. Notify the event director(s) in writing of the circumstances surrounding any reported allegations or observed acts of discrimination/harassment no later than the next business day.

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SUPERVISOR'S ROLE

Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors shall be aware of the following considerations:

- a. Behavior of supervisors and managers should represent the values of the Guild and professional standards.
- b. False or mistaken accusations of discrimination, harassment or retaliation have negative effects on innocent members.
- c. Supervisors and managers must act promptly and responsibly in the resolution of such situations.
- d. Supervisors and managers shall make a timely determination regarding the substance of any allegation based upon all available facts.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline, in a manner that is consistent with established procedures.

INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the period of any such investigation, the supervisor of the involved members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile environment. It is the policy of the Guild that all complaints of discrimination or harassment shall be fully documented, and promptly and thoroughly investigated. The participating or opposing member should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.

SUPERVISORY RESOLUTION

Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or inappropriate. However, if the member feels uncomfortable, threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted. The board member or supervisor assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but not be limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the SEG Board of Directors.

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ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Guild. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring such complaints of discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised the proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the event director(s). The outcome of all reports shall be:

- Approved by the event director(s), or the Human Resource Manager, if more appropriate.
- Maintained for the period established in the office's records retention schedule.

TRAINING

All new volunteers shall be provided with training on discriminatory harassment as part of their orientation. This training is handled during the SRF orientation process.

QUESTIONS OR CLARIFICATIONS

Members with questions regarding what constitutes discrimination, sexual harassment or retaliation are encouraged to contact a supervisor, manager, or Human Resource Manager for further information, direction or clarification.

I understand that it is my responsibility to review, become familiar with and comply with all the provisions of this new or updated policy. I further understand that, if I have questions about or do not fully understand any portion of this policy, it is my responsibility to seek clarification from my supervisor. I hereby acknowledge that I have received, read, and understand this policy.

Printed Name

Signature

Date