

SECTION IV: Equal Opportunity and Harassment

1. **COMPLIANCE:** *It is the policy and intent of the Lakewood Playhouse to comply with all Federal, State, and local statutes, ordinances, and regulations governing the employment of the Company's employees and volunteers. All decisions and Company actions concerning all aspects of recruitment, selection, training, promotion, demotion, transfer, compensation, benefits, layoffs, recalls, and terminations will be made without regard to age, race, creed, color, national origin, sex, marital status, or the presence of any sensory or physical handicap, unless such qualification is based upon bona-fide occupational qualification.*
2. **ACCOMMODATIONS:** *The Lakewood Playhouse will make reasonable accommodations for employees, volunteers and applicants that have a handicap or physical limitation, if the accommodation will allow the employee, or volunteer, to adequately perform the job.*
3. **HARASSMENT:** *It is the Lakewood Playhouse's policy that all employees, and volunteers, will be able to work in an environment free from all forms of discrimination and harassment. It is a violation of Company policy and grounds for immediate termination of employment for any employee, or volunteer, to harass any other employee, volunteer or Customer on the basis on that person's sex, race, creed, color, national origin, or the presence of any sensory or physical handicap. Sexual favors are never a condition of employment, continued employment, promotions, or other employment benefits.*
 - A. Harassment is behavior that is offensive to another person who is motivated by a misguided, and often malicious, point of view embracing offensive sexual, racial, national, religious, age-based, or other class associated stereotype and perceptions of social behaviors. Harassment can be verbal, non-verbal or physical. It is not necessary that an individual intend his/her conduct to be harassing or act with a malicious or mean-spirited motive.
 - B. Employees, and volunteers, are cautioned that any type of sexual behavior in the work place will be interpreted as improper conduct. Sexual behaviors include flirting, courting, unwelcome sexual advances, offensive comments, sexual jokes, obscene or lewd

suggestions, inappropriate touching, suggestive looks or leers, offensive pictures in magazines or on calendars displayed in the work place, sexual innuendoes or outright threats that a job, job benefit or voluntary position is dependent upon acceptance of these offensive behaviors. Other harassment may include jokes that belittle or are based upon an individual's or group's sex, race, national origin, religion, age, marital status, disability, etc.

- C. Employees, and volunteers, should be cautioned that any behavior in the work place that focuses on an individual's or a group's membership in a protected class may be interpreted negatively. Such impermissible conduct could include, but is not limited to: sexual, racial or ethnic jokes, mocking an accent or a manner of speech, denigrating an individual because of their membership or affiliation with a protected class, displaying cartoons or literature embracing racially, sexually or ethically offensive clichés, or an outright threat that a job, job benefit or voluntary positions would be denied because of membership in or affiliation with a protected class.

- 4. **REPORTS AND INVESTIGATION:** *In the event any employee, volunteer or applicant believes that he/she was the subject of some prohibited form of discrimination, or harassment, they should address their complaint to any member of the Management Team. That Team Member¹ will make an immediate and thorough investigation of all facts and circumstances concerning that grievance. In the event it is determined that the grievance is supported by sufficient evidence, the Lakewood Playhouse will take appropriate action to alleviate the problem. This may include the suspension or termination of the offending employee or volunteer.*

- A. All reports and charges should be in writing. The report should identify the employee, or volunteer, who is making the charge and the employee, or volunteer, who allegedly committed the harassment or discrimination. It should also set forth all other information relevant to the charge.
- B. Employees, and volunteers, are encouraged to report each every incident as soon as is practical after the occurrence.

¹ Or designee

- C. If a Corporate Officer is committing the harassment or discrimination, then the report should be made to the Board President or to the attorneys for the Lakewood Playhouse.
 - D. The investigation shall be completed within ten (10) workdays of the date of the receipt of the report. The employee, or volunteer, who files the report shall receive written notice of the results of the investigation.
 - E. An employee, or volunteer, who feels that the result of the investigation is erroneous may appeal that determination to the Board of Directors of the Lakewood Playhouse within ten (10) workdays of the date the employee receives the copy of the investigator's report.
5. *RETALIATION: Employees, volunteers and applicants, who make a report, shall not be subject to retaliation or retribution. No adverse job action will be taken against such employees, or volunteers, as a result of the filing of such a report.*

My signature below states that I have read, and fully understand, the Lakewood Playhouse's policies and procedures regarding Harassment.

A copy of this policy will be made available to you at the time of signing.

Printed Name

Signature

Date