



## **Discrimination and Harassment Policy**

### **Section I - Introduction**

According to federal law, workplace discrimination and harassment are defined as any workplace behavior that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA). Additionally, the NM Human Rights Act (NMSA 28-1-1 through 17) provides state-level protection for employees against discrimination and harassment.

While these statutes and laws do not typically apply to "volunteers" in the service of an organization, it is the intent of this policy to apply the same protection and regulation that the law extends to compensated employees, to all persons who perform service for WWOB, in any capacity.

### **Section II - Equal Opportunity**

WWOB is an equal opportunity employer. The organization prohibits discrimination on the basis of race, sex, religion, national origin, color, ancestry, physical or mental handicap, pregnancy (sex), serious medical condition, age (40+), sexual orientation, gender identity, spousal affiliation, veteran status, harassment on these, retaliation for reporting and/or any other protected status as defined by law, in all facets of employment, compensation, promotion, transfer, demotion, layoff, termination/discharge or selection for organizational assignments. Discriminatory behavior violates state and federal laws and regulations.

### **Section III - Harassment and Discrimination**

For WWOB, our workplace is typically any location where company business is performed, whether it is the rehearsal and performance of a production, or staff and Board of Directors meetings. The Organization intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or inappropriate behavior which might interfere with work performance. Harassment or discrimination of any sort will not be tolerated.

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults, physical contact, or violence. Harassment may or may not be sexual in nature and may not be directed to the individual but take place within their range of hearing. Other prohibited conduct includes retaliatory action against an employee for discussing or making a harassment complaint.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile or intimidating working environment and/or it prevents employees from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

All WWOB administrators, staff, and volunteers have a responsibility for keeping our work environment free of harassment and discrimination. Any employee or volunteer, who becomes aware of an incident of harassment or discrimination, whether by witnessing the incident or being told of it, must report it to the Artistic or Managing Directors, who will then decide how best to correct the situation. If the concern involves one or both of these entities, the person should request a meeting with the entire WWOB Board of Directors to report the incident. The Board of Directors will make a determination, through majority vote, on how best to rectify the situation.

When the Organization becomes aware of the existence of harassment or discrimination, it is obligated by this policy and applicable law to take prompt and appropriate action, whether or not the victim wants to do so.

#### **Section IV - Reporting Harassment or Discrimination and Enforcement of the Policy**

If there is no threat of violence, WWOB encourages you to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, although you are not required to do so. In addition, if you believe you have been subject to harassment or discrimination, you are required to immediately notify the Artistic or Managing Director as stated above.

All complaints will be investigated promptly and as discreetly and confidentially as is reasonably possible. If harassment or discrimination by an employee or volunteer is established, WWOB will take appropriate corrective action against the offender. Corrective action can range from verbal warnings to dismissal from the Company's activities, depending on the circumstances.

Retaliation of any sort will not be permitted. The Organization will not seek adverse action for any employee making a good faith report of alleged harassment, and additionally prohibits any employee or volunteer from retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual.

WWOB accepts no liability for harassment or discrimination of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses or discriminates against another individual is personally liable for their actions and the consequences. WWOB will not provide legal, financial or any other assistance to an individual accused of harassment or discrimination if a legal complaint is filed, unless otherwise required by law.

**Section V - Acknowledgment**

By signing below, I am acknowledge that I have been provided a copy of the WWOB Discrimination and Harassment Policy, and I further acknowledge that I have read and understand the information, rules, and regulations described in that policy. I understand that failure to comply with this policy, wholly or in-part, will result in corrective action by the Organization, up to and including termination of my involvement with WWOB and its productions and/or projects.

I acknowledge that I am fully aware of the contents of this release and am under no disability, duress, or undue influence at the time of my signing of this instrument.

IN WITNESS WHEREOF, I \_\_\_\_\_, set forth my hand.  
PRINT NAME

\_\_\_\_\_  
PARTICIPANT SIGNATURE

\_\_\_\_\_  
DATE

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If Participant is under the age of 18, Discrimination and Harassment Policy acknowledgement requires the agreement of a parent or legal guardian to all the terms and conditions set forth herein.

IN WITNESS WHEREOF, I \_\_\_\_\_, understand the terms and conditions set forth  
PRINT PARENT OR LEGAL GUARDIAN'S NAME  
herein, and being the parent or legal guardian of \_\_\_\_\_ set forth my hand.  
PRINT MINOR'S NAME

\_\_\_\_\_  
PARENT OR LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE