

CTOC Policy

TITLE: ANTI-HARASSMENT/DISCRIMINATION POLICY

Effective Date: 10/13/2024

It is the policy of the Children's Theatre of Charleston (CTOC) that all our employees, volunteers, artists, patrons, and independent contractors should be able to participate in an environment free of discrimination and harassment.

This policy refers to, but is not limited to, harassment in the following areas: (1) race, (2) gender identity, (3) age, (4) skin color, (5) national or ethnic origin, (6) religion, (7) disability, (8) marital status, (9) sexual orientation, and (10) military status. Harassment includes the display or circulation of written or electronic materials or pictures degrading to any of the groups above, and verbal abuse or insults directed at or made in the presence of members of the groups above. Discrimination includes the unjust treatment of individuals based on the categories above.

CTOC does not and shall not discriminate based on racial identity, gender identity, age, skin color, national or ethnic origin, religion, disability, marital status, sexual orientation, or military status. CTOC will not tolerate discrimination by or towards anyone involved with our organization, including but not limited to employees, volunteers, artists, students, patrons, and independent contractors.

CTOC is committed to professionalism, diversity, accessibility, and inclusivity.

Sexual Harassment

Sexual harassment is unlawful and will not be tolerated by CTOC. Retaliation against an individual who has reported sexual harassment or who has cooperated with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. CTOC takes allegations of sexual harassment seriously and will respond promptly to complaints. Where it is determined that such inappropriate conduct has occurred, CTOC will act swiftly to eliminate the conduct.

Definition of Sexual Harassment

The legal definition of sexual harassment is broad. Sexually oriented conduct that, whether intended to be or not, is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating may constitute sexual harassment.

While it is not possible to list all of the circumstances that may constitute sexual harassment, the following are some examples of conduct that may constitute sexual harassment, whether in person or online:

- Unwelcome or Unscripted touching or dialogue that may bring discomfort, whether the discomfort is intended or not.
- Unwelcome sexual advances – whether or not they involve physical touching
- Sexual epithets, jokes, written or oral references to sexual conduct; gossip regarding one's sex life or sexuality; comments on an individual's body; comments about an individual's sexual activity, deficiencies or prowess
- Displaying sexually suggestive objects, pictures, cartoons
- Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- Inquiries into or discussion of sexual experiences

All should take special note that, as stated above, retaliation against an individual who has reported sexual harassment or who has cooperated with an investigation of a sexual harassment complaint is unlawful and will not be tolerated.

Complaint Procedure

Individuals who believe they have been subjected to harassment should immediately bring the matter to the attention of the Board Liaison, General Manager, and/or the CTOC Board of Directors President. All allegations of harassment will be immediately investigated. Anyone found to have engaged in harassment shall be subject to discipline, up to and including discharge. There will be no repercussions for filing a complaint.

Sexual Harassment Investigation

When CTOC receives notice of conduct that appears to be sexual harassment, it will promptly investigate the allegation fairly and expeditiously. The investigation will be conducted in such a way as to maintain confidentiality to the extent practical under the circumstances and permissible by law. The investigation may, as appropriate, include private interviews with the person filing the complaint, interviews with witnesses, and interviews with the person alleged to have committed sexual harassment. When the investigation is completed, the person filing the complaint and the person alleged to have committed the conduct will be informed, to the extent appropriate, of the investigation results.

Appropriate Response/Disciplinary Action

If it is determined that a person has engaged in inappropriate conduct, appropriate action will be taken immediately to promote a workplace free of sexual harassment. Such action may range from counseling to termination and may include other forms of disciplinary action, including the notification of appropriate authorities.