

# **Hannibal Arts Council**

## **Non-Harassment Policy**

The Hannibal Arts Council does not tolerate harassment of our job applicants, employees, volunteers, or audience. Any form of harassment related to race, color, sex, sexual orientation, religion, national origin, age, citizenship status, disability, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, other verbal, graphic written or electronic communication, or any physical conduct relating to an individual's race, color, sex, sexual orientation, religion, national origin, age, citizenship status, disability, or handicap.

Harassment includes sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature. Harassment also includes making submission to or rejection of such conduct the basis of any employment-related decision and includes creating an intimidating, hostile, or offensive working environment by such conduct.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

If you feel that you are being harassed based upon your race, color, sex, sexual orientation, religion, national origin, age, citizenship status, or disability, you should at once make your feelings known to your immediate supervisor. The matter will be investigated, and, where appropriate, disciplinary action will be taken. If you do not feel like the matter can be discussed with your supervisor or if you are not satisfied with the way your report has been handled, arrange for a conference with the Executive Director to discuss your complaint. If the wrongful conduct implicates the Executive Director, contact the President of the board of directors.

Remember, do not assume that Hannibal Arts Council is aware of the harassment. It is your responsibility to report incidents you know about. We encourage employees to report all such incidents about which they are aware. However, all such reports are taken seriously. Therefore, anyone making allegations determined to be false will be subject to discipline, up to and including discharge.

This policy refers not only to supervisor/subordinate actions, but also applies to action between co-workers. Harassment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who becomes aware of such harassment of an employee by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any non-employee.

**Adopted: 6/11**

**Reviewed:**