

## Sexual Harassment Policy

### Policy Statement

The Potomac Playmakers, Inc. ("The Potomac Playmakers") is committed to providing a safe environment for all its Board members, staff and volunteers free from discrimination and harassment, including sexual harassment. The Potomac Playmakers will operate a zero tolerance policy for any form of sexual harassment, treat all incidents seriously and in confidence, and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from their position and membership within the organization. No one will be victimized for making a legitimate complaint of sexual harassment.

### Definition of sexual harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is a term or condition of a person's position in the organization or activity, (2) submission to or rejection of such conduct by an employee is used as the basis for decisions affecting a person's position in the organization or activity, or (3) such conduct has the purpose or effect of causing a person to be offended, humiliated, and/or intimidated, and unreasonably interferes with a person's work performance or creates an intimidating, or hostile, offensive working environment. In recognition of the fact that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the organization, anyone, including Board members, directors, actors, crew and other volunteers of The Potomac Playmakers, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy. All sexual harassment is prohibited whether it takes place within The Potomac Playmakers premises or outside, including at meetings, social events, training sessions or events sponsored by The Potomac Playmakers.

### Complaints procedures

Anyone who is subject to sexual harassment is encouraged to, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. If a victim cannot directly approach an alleged harasser, or if the harasser fails to correct their conduct at that time, the victim shall speak with the President of the Board of Directors to report the sexual harassment. If the alleged harasser is the President, the Vice President of the Board of Directors shall be designated to receive the complaint and shall act in the capacity of the President as detailed herein. The complaint will be reduced to writing and maintained with the records of the organization. Confidentiality as to the reporter's identity shall be preserved to the extent possible, and shall under no circumstances be disclosed outside of the Board of Directors. The victim shall be given the option of addressing the complaint through an informal process or a formal process. If the victim wishes to address the complaint informally, the President shall 1) give an opportunity to the alleged harasser to respond to the complaint, 2) ensure that the alleged harasser understands the complaints mechanism, 3) facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant or refer the matter to a designated mediator within the organization to resolve the matter, 4) ensure that a confidential record is kept of what happens, 5) follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped, and 6) ensure that the above is done speedily and within 7 days of the complaint being made. If the victim wishes to pursue a formal complaint, or if the informal process has been unsuccessful in

addressing the harasser's conduct, the President shall designate a panel consisting of three members of the Board of Directors to conduct a formal investigation. The panel shall 1) interview the victim and the alleged harasser separately 2) interview other relevant third parties separately 3) decide whether or not the incident(s) of sexual harassment took place, and 4) within seven days of being assigned shall produce and submit a report to the President detailing the investigation, findings, and any recommendations. If the panel fails to determine that the alleged sexual harassment took place, recommendations may be submitted to ensure proper functioning within the organization and/or activity. If the panel determines that the alleged sexual harassment in fact took place, the panel will submit among its recommendations proposed remedies, which may include, but is not limited to, a verbal or written warning to the harasser, seeking an apology from the harasser and assurance that the harasser will cease the offending conduct, change the working arrangement between harasser and victim, require sexual harassment training for the harasser, suspension, or dismissal. The nature of the recommended sanctions will depend on the gravity and extent of the harassment. If the panel recommends suspension or dismissal for the harasser, the President shall convene an emergency meeting of the Board of Directors to consider and ratify the recommendations. A suspension or dismissal from the organization for the harasser shall only be implemented after a majority vote by the Board of Directors, or as otherwise proscribed within the ByLaws of the organization, whichever is greater. The President shall ensure that the adopted recommendations are implemented, and that the harassing conduct has stopped. All records concerning the matter shall be kept confidential and maintained within the records of the organization.

#### Outside complaints mechanisms

Nothing within this Policy shall preclude an individual who has been subject to sexual harassment from making a complaint outside of the organization through relevant legal methods, and no individual shall be discouraged from doing so.

#### Implementation of this policy

The Potomac Playmakers will ensure that this policy is widely disseminated to all relevant persons. All new Board members and volunteers must be trained on the content of this policy as part of their induction into the organization. Every year, The Potomac Playmakers will require all Board members and volunteers to review the contents of this policy. It is the responsibility of the Board to ensure that all volunteers are aware of the policy.

#### Monitoring and evaluation

The Potomac Playmakers recognizes the importance of monitoring this sexual harassment policy and will ensure that it shall anonymously collect statistics and data as to how the policy is used, and whether or not it is effective. Those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, the organization will evaluate the effectiveness of this policy and make any changes needed.