

POTOMAC PLAYMAKER INC. POLICY STATEMENTS

Please read, sign and date the Policy Statements below and return this form to your Stage Manager or Director.

1. Non-Discrimination Policy

The Potomac Playmakers, Inc. is committed in policy, principle and practice to maintaining an environment which prohibits discriminatory behavior and provides equal opportunity for all persons. Potomac Playmakers does not and shall not discriminate on the basis of race, religion, sex, gender identity, age, national origin, physical or mental disability, marital status, sexual orientation or military status in any of its activities or operations. These activities include but are not limited to selection of board members, volunteers, actors, crew, vendors and sponsors. We are committed to providing an inclusive and welcoming environment for all patrons, volunteers, vendors, and sponsors.

2. Prohibited Substances Policy

The use of any of the following is prohibited at The Potomac Playmakers Performing Arts Center: smoking (indoors), vaping (indoors), alcohol, marijuana, illicit drugs, strong perfumes. No such substances may be brought into the theatre building. The only exception is for the use of alcohol during a sanctioned Potomac Playmakers BYOB or catered event.

3. Sexual and Other Unlawful Harassment Policy

The Potomac Playmakers is committed to providing an environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. The Potomac Playmakers will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic, whether actions be in person, verbally, or electronically.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances, touching, or propositions.
- Offering roles or other opportunities in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.

POTOMAC PLAYMAKER INC. POLICY STATEMENTS

- Conduct that includes leering, assaulting, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters, derogatory comments, epithets, slurs or jokes.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or receiving a role or opportunity; (2) submission or rejection of the conduct is used as a basis for making decisions regarding a role or opportunity; or, (3) the conduct has the purpose or effect of interfering with performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment at The Potomac Playmakers Performing Arts Center or while working on a Potomac Playmakers production, report it immediately to the President of the Board. If you believe it would be inappropriate to discuss it with the President, you should immediately contact another member of the Board of Directors. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any person who becomes aware of possible sexual or other unlawful harassment must immediately advise the President of the Board of Directors so it can be investigated in a timely and confidential manner. Anyone who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of their involvement with The Potomac Playmakers.

I have read and understand the policies stated above and agree to abide by them:

Signature

Date

Printed Name