

Lofte Community Theatre Agreement

Effective: March 2022

Anti-Harassment Policy:

Lofte Community Theatre strives to maintain a safe, inclusive, and harassment free environment. To this end, the Lofte expects that all its volunteers and paid workers will not engage in unprofessional conduct, discrimination, harassment, sexual harassment, bullying, and retaliation of any kind toward any of its staff, actors, crew, and customers, and will actively investigate and address all claims. The following definitions describe unacceptable behavior covered in this policy.

Unprofessional Conduct - includes but is not limited to the use of profanity, humiliating remarks, physical abuse, personal verbal attacks and false accusations.

Discrimination - adverse or disparate treatment of an individual or group on the basis of race, color, sex, national origin, age, religion, disability, marital status, genetic information, sexual orientation, gender identity and protected veterans status.

Harassment - a form of discrimination that includes unwelcome verbal or physical conduct where the work environment becomes intimidating, hostile, or abusive.

Sexual Harassment - unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission or rejection to such conduct affects the persons position or interferes with ones work in the organization creating an intimidating, hostile, or offensive environment.

Bullying - repeated, unwelcome verbal or physical conduct that threatens, humiliates, intimidates, or otherwise creates a hostile work environment.

Retaliation - occurs when a leader punishes a legally protected activity and the action would deter a person in the situation from filing a complaint.

Reporting a Complaint or Concern:

Any person that has witnessed or believes that they have been subjected to the above should

1. Inform the harasser or abuser that their behavior is unacceptable and that it should stop immediately (in a place where you are comfortable and feel safe to do so)
2. Report the incident promptly to the director, stage manager, and/or a board member in writing including dates, times, witnesses and what was said and done by whom. The Lofte board will be made aware of all complaints.
3. The Lofte reserves the right to investigate all involved persons. If you are found to be the offender, the Lofte will take necessary steps to resolve the matter, which may include immediate dismissal.

Lofte Steps of Action:

After steps above have been completed

1. A board member will be present during the investigation process.
2. Director, Stage Manager or Board Member will share the complaint and how it was handled with the Board within two weeks of the reported incident.
3. Final disciplinary action will be taken with approval from the Board.
4. All reports are to be kept confidential within the Lofte organization.