

## **IX. Non-discrimination policy and procedures**

- A. It is the policy of the Riverwalk Theatre that no person will be discriminated against, or harassed, on the basis of race, religion, national origin, disability, weight, marital status, sex, sexual preference, or gender identification. All employees, volunteers, cast and crew members, patrons and other visitors to our Theatre and Costume Shop will be treated with dignity and respect. The bullying, intimidation, or harassment of any Riverwalk Theatre acquaintance in any form (in person, telephonic, text message, or through social media) will not be tolerated.
- B. Before the beginning of each season, the Human Resources Committee shall recommend for approval by the Board of Directors a three-person panel to receive, review, and address all complaints of discrimination, harassment, bullying and intimidation. The names and contact information for these panelists will be shared with all employees, volunteers and cast and crew members. Except as necessary to perform the functions of this Article, the panelists shall keep confidential all persons alleging discrimination, harassment, bullying and intimidation. The panel will also keep confidential the identities of those against whom such allegations are made. Such identities may be disclosed by a panelist where doing so is essential to a prudent inquiry into whether the alleged misconduct has taken place, and in providing an appropriate response to an improper allegation or confirmed instance of discrimination, harassment, bullying or intimidation.
- C. For purposes of this Article, an "improper allegation" is one in which false information is intentionally supplied to the panel. Allegations arising from circumstances determined to be mistakes, misunderstandings or miscommunications will not be regarded as improper allegations.
- D. All employees, volunteers, and cast and crew members will cooperate with the panel in its review of any allegation of discrimination, harassment, bullying, or intimidation.
- E. Following review of an allegation of discrimination, harassment, bullying or intimidation, the panel shall determine what action is appropriate. Upon a majority vote of its members, the panel may determine no other action is needed, issue a written reprimand, suspend any person from participation in a production or event, or recommend appropriate action to the Board. On recommendation from the panel, a majority of the sitting Board may suspend or terminate any employee, suspend or permanently expel any volunteer or cast and crew member from Theatre activities, or take any further action circumstances may dictate. The actions described in this section can be taken against any person failing to cooperate in a panel review, making an improper allegation, or who engages in discrimination, harassment, bullying or intimidation. What action, if any, is taken in response to any given allegation will be dependent on the circumstances, and the panel is expected to carry out its duties in a thorough, thoughtful and fair way with an emphasis on fostering and ensuring an inclusive, comfortable environment.

F. Any person suspended from a production or event by the panel may appeal that decision to the Board of Directors by notifying the President in writing of the desire to appeal. If not already scheduled, the President shall call a meeting of the Board within seven days of the appeal. The panel's decision may be affirmed, reversed, or modified by a majority vote of the Board of Directors present at the meeting.

G. At the final Board of Directors meeting of each season, the panel shall present a written summary of its activities during the prior year. This report shall not include the identities of any persons making allegations or against whom allegations have been made. The report shall include the numbers and types of complaints received, and a general description of the outcomes. The report shall also include recommendations to the Board on any improvements that can be made to policies and operating procedures to better ensure achievement of the objectives of this Article.

#### **X. Anti-bullying/intimidation policy and procedures**

A. It is the policy of the Riverwalk Theatre that no person will be subjected to harassment, bullying or intimidation. All employees, volunteers, cast and crew members, patrons and other visitors to our Theatre and Costume Shop will be treated with dignity and respect. Bullying, intimidation, or harassment of any Riverwalk Theatre acquaintance in any form (in person, telephonic, text message, or through social media) will not be tolerated.

B. Before the beginning of each season, the Human Resources Committee shall recommend for approval by the Board of Directors a three-person panel to receive, investigate, and address all complaints of discrimination, harassment, bullying and intimidation. The names and contact information for these panelists will be shared with all employees, volunteers and cast and crew members. Except as necessary to perform the functions of this Article, the panelists shall keep confidential all persons alleging discrimination, harassment, bullying and intimidation. The panel will also keep confidential the identities of those against whom such allegations are made. Such identities may be disclosed by a panelist where doing so is essential to a prudent inquiry into whether the alleged misconduct has taken place, and in providing an appropriate response.

C. Following investigation of an allegation of harassment, bullying or intimidation, the panel shall determine what action is appropriate by majority vote of the panel. It is understood that there may be allegations arising from mistakes, misunderstandings or miscommunications by or between the complainant and/or the alleged violator of this policy. In those circumstances, the panel will attempt to resolve the complaint through informal education and/or counseling of the complainant and alleged violator of this policy. If, however, it is determined by a majority of the panel that the complainant has been subjected to harassment, bullying or intimidation, and a

more severe action is deemed necessary and appropriate by a majority of the panel, the panel shall bring the matter before the Board, along with the panel's written recommendation for action.

D. After review of the panel's investigation and recommendation regarding a violation of this policy, the Board may request the alleged violator voluntarily appear before the Board and, after careful consideration of all relevant facts surrounding the allegation, a majority of the sitting Board may suspend or terminate any employee, suspend or permanently expel any volunteer or cast and crew member from Theatre activities, or take any further action circumstances may dictate. What action, if any, is taken in response to any given allegation will be dependent on the circumstances, and the panel and Board will carry out their duties in a thorough, thoughtful and fair way with an emphasis on fostering and ensuring an inclusive, comfortable environment.

E. If after investigation it is determined that a complainant knowingly and intentionally provided false information to the panel, the panel may recommend to the Board that it take appropriate action including suspension or permanent expulsion of any volunteer or cast and crew member from Theatre activities, or take any further action circumstances may dictate.

F. At the final Board of Directors meeting of each season, the panel shall present a written summary of its activities during the prior year. This report shall not include the identities of any persons making allegations or against whom allegations have been made. The report shall include the numbers and types of complaints received, and a general description of the outcomes. The report shall also include recommendations to the Board on any improvements that can be made to policies and operating procedures to better ensure achievement of the objectives of this Article.