



Anti-Harassment Policy

It is the policy of the Winston-Salem Symphony Association, Inc. that it will not tolerate visual, verbal, or physical conduct by any employee which harasses another employee, interferes with another's work performance or creates an intimidating, offensive or hostile environment. Harassment for any reason is prohibited. In addition, harassment because of an employee's race, gender, national origin, color, disability, age, sexual orientation, veteran status, marital status, or religion may violate state or federal laws. Accordingly, the Symphony Association will not tolerate derogatory, offensive, or other inappropriate remarks, slurs or jokes.

The Symphony Association expressly prohibits and has zero tolerance for sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or any other visual, verbal, or physical conduct of a sexual nature when:

- ☒ Submission to such conduct is made, explicitly or implicitly, a condition of anyone's employment;
- ☒ An employee threatens or insinuates, explicitly or implicitly, that another employee's refusal to submit to sexual advances will adversely affect the employee's appraisal, wages, advancement, assigned duties or any other condition of employment; or
- ☒ The conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile or offensive to the employee.

Conduct which employees may reasonably regard as intimidating, hostile or offensive is expressly prohibited. Such conduct may include but is not limited to:

- ☒ Sexual flirtations, advances or propositions;
- ☒ Verbal abuse of a sexual nature;
- ☒ Graphic or suggestive comments about an individual's dress or body;
- ☒ Sexually degrading words to describe an individual, or sexually offensive or degrading jokes or stories;
- ☒ Sexually offensive gestures;
- ☒ Displays of sexually explicit photographs or images; or
- ☒ Unwelcome hugs, kisses, massages, or other physical contact.

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This policy prohibiting harassment applies to all Winston-Salem Symphony Association, Inc. employees, volunteers, customers, vendors, and anyone else doing business with the Symphony. Prohibited conduct includes but is not limited to conduct on Symphony property, or in the course of Symphony business. This policy also protects applicants.

Any employee who believes that the actions or words of another employee, customer, vendor or anyone else doing business with the Symphony Association constitute unwelcome harassment has the responsibility to report his or her complaint as soon as possible to the Executive Director, or the Vice President, Personnel of the Symphony Association Board of Directors.

The Symphony Association will promptly investigate all complaints of harassment in as impartial and confidential a manner as possible, and when appropriate, will take corrective and preventive action. Fraudulent complaints of harassment will not be tolerated. The Symphony Association shall be the sole judge of what constitutes inappropriate conduct in violation of this policy. Any employee who is found to have engaged in harassment or retaliation against another employee for filing a complaint of harassment or for participating in an investigation of sexual harassment, will be subject to appropriate disciplinary action, up to and including dismissal from employment. Similarly, an employee who breaches instructions regarding confidentiality or who interferes in an investigation under this policy will be subject to discipline, up to and including dismissal.

Questions about this policy should be directed to the Executive Director or Vice President, Personnel, of the Symphony Association Board of Directors.