

EVERY VOICE CHOIRS, INC. POLICY AGAINST HARASSMENT

Every Voice Choirs, Inc. (the “Program”) is committed to maintaining an environment in which all individuals are treated with respect and dignity. The Program strictly prohibits harassment of or by any student enrolled at the Program. This prohibition includes harassment based upon an individual’s race, color, religion, sex, national origin, age, disability, or any other basis protected by law. Harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated by the Program. The purpose of this policy against harassment is to educate students about what may constitute harassment, to notify students that the Program will not condone harassment, and to explain the procedure for reporting harassing conduct.

Definition of Harassment

Harassment refers to unwelcome verbal or physical conduct based upon a person’s race, color, religion, sex, national origin, age, or disability that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive educational environment; (2) has the purpose or effect of unreasonably interfering with an individual’s educational performance; or (3) otherwise adversely affects an individual’s educational opportunities. Prohibited conduct includes, but is not limited to:

- epithets, slurs, quips, or negative stereotyping that relate to race, color, religion, sex, national origin, age, or disability;
- threatening, intimidating, or hostile acts that relate to race, color, religion, sex, national origin, age, or disability;
- written or graphic material (including graffiti, book covers, or posters) that is placed on bulletin boards or otherwise circulated or displayed that denigrates or shows hostility or aversion towards an individual or group because of race, color, religion, sex, national origin, age, or disability; and
- “jokes,” “pranks,” or other forms of “humor” that are demeaning or hostile with regard to race, color, religion, sex, national origin, age, or disability.

Definition of Sexual Harassment

In addition to the prohibited conduct described above, sexual harassment also includes unwelcome or unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of a sexual nature when: (1) submission to the conduct or communication is made a term or condition, either implicitly or explicitly, of obtaining an education; or (2) submission to the conduct or communication is used as a factor in decisions affecting an individual’s education; or (3) the conduct or communication has the purpose or effect of unreasonably interfering with an individual’s education, or creating an intimidating, hostile or offensive educational environment. Conduct that may constitute sexual harassment includes, but is not limited to:

- unwelcome sexual advances;
- unwelcome touching, patting, grabbing, pinching, or other sexually-motivated physical contact (this does not include legitimate, nonsexual physical contact such

- as use of necessary restraints to protect persons or property or demonstration of a vocal technique requiring physical contact);
- coercing, forcing, or attempting to coerce or force, sexual contact or the touching of a person's intimate parts;
 - touching oneself sexually or talking about one's sexual activity in front of others;
 - spreading rumors about students as to sexual activity or performance;
 - written or graphic material (including graffiti) of a sexual nature or about sexual activities or performance of other students; or
 - sexual gestures or dirty jokes.

The Program's policy is that sexual activities between an adult Program employee and a student are never appropriate and any such acts will be deemed to violate this policy.

While the legal standards and consequences of harassment are still evolving, the Program's policy has been and remains broader than the law's requirement. This is based upon the Program's requirement that all members of the Program community treat each other with respect.

This policy applies wherever and whenever a Program-related function is taking place.

Procedures for Reporting and Investigating Harassment

The Program encourages all members of the Program community (students, faculty, and staff) to report all incidents of sexual and other types of harassment, regardless of who the offender may be. The Program will investigate any report of harassment and will take whatever corrective action is deemed necessary, including disciplining, suspending, or discharging any individual who is believed to have violated this policy.

Any Program student who believes that he or she has been sexually or otherwise harassed, or has witnessed an incident that he or she believes might constitute sexual or other harassment, should immediately report the incident to the Executive Director, Nicole Becker (nbecker@everyvoicechoirs.org / 347-419-2178), or the [TITLE?], Lisa Kampf (CONTACT INFO). Any staff member who observes an incident that might constitute harassment or who receives notice that a student may have been a victim of harassment should report the incident or alleged incident to Nicole Becker or Lisa Kampf.

The Program is committed to taking all reasonable measures promptly to prevent and correct any harassing behavior. Upon receipt of any complaint of harassment, the Program will promptly investigate the complaint. The investigation may consist of interviews with the complainant, the alleged harasser, and any other persons who have relevant knowledge of the incident or surrounding circumstances, as well as evaluation of any other information or documents that may be pertinent.

Disciplinary Action for Violating this Policy

If the Program determines that this Policy has been violated, the violator will be subject to appropriate disciplinary action, which may include a verbal or written reprimand, referral to appropriate counseling, suspension, or expulsion. Factors to be

considered may include: the nature of the behavior; the frequency of the behavior; the relationship between the parties; the context in which the behavior occurred; and what action is most likely to end ongoing harassment and deter future harassment.

The Program recognizes that false accusations of harassment can cause serious harm to innocent persons. If an investigation results in a finding that the complainant knowingly falsely accused another person of harassment, the complainant will be subject to disciplinary action, up to and including expulsion.

Record Keeping

The Program will maintain records of complaints of sexual and other forms of harassment, as well as records of subsequent investigation of such matters. These records will be kept confidential to the extent practicable and appropriate under the circumstances.

Conclusion

The Program has developed this policy to ensure that its students and employees can work in an environment free from sexual and other forms of harassment. We ask all students, volunteers, and staff to work with us to accomplish that goal.

EVERY VOICE CHOIRS, INC.
HARASSMENT REPORT FORM

For reports or complaints of sexual harassment or harassment because of race, color, national origin, disability, age, or religion

Complainant _____

Home address _____

Work address _____

Home phone _____ Work phone _____

Date of alleged incident _____

Please indicate if the incident involved: _____ sexual harassment
_____ harassment because of race or color
_____ harassment because of national origin
_____ harassment because of disability
_____ harassment because of age
_____ harassment because of religion

Please check all that apply.

Name alleged harasser: _____

If the alleged harassment was toward another person, identify that person:

Describe the incident as clearly as possible, including such things as what force, if any, was used; any verbal statements made (threats, requests, demands, etc.), including the actual language used to the best you remember it; what, if any, physical contact was involved. Attach additional pages as necessary.

When and where did the incident occur? _____

Please identify any witnesses who were present: _____

This complaint is based upon my honest belief that _____ has harassed me or another person. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of knowledge.

complainant's signature

date

received by

date

To be submitted to Nicole Becker, Executive Director (nbecker@everyvoicechoirs.org / 347-419-2178), or Lisa Kampf, Vice President of the Board of Directors & Director for Oversight (Lisa.kampf@gmail.com / 917-886-3637)