



We desire to keep a work environment that is free of harassment or discrimination based on sex, race, religion, color, national origin, sexual orientation, gender expression, physical or mental disability, marital status, age, or any other status protected by Federal, State or local laws.

Sexual Harassment Policy

59E59 is committed to providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. When an allegation of sexual harassment is reported, a prompt and confidential investigation will be initiated. Retaliation for making a complaint about sexual harassment is prohibited by law.

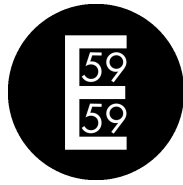
Employees are encouraged to report unwelcome conduct to a responsible department manager as soon as possible. It is usually most effective -- although it is not required--that the manager be within the employee's supervisory chain.

Sexual harassment includes but is not limited to:

- Verbal or physical abuse/assault or attempted assault
- Unwanted physical contact
- Sexual teasing, jokes, or innuendo, in person or via e-mail
- Unwanted verbal or physical conduct or advances of a sexual nature

Sexual harassment is prohibited by Title VII of the 1964 federal Civil Rights Act, New York State Human Rights Law, and, in some instances, local law (for example, the New York City Administrative Code). The NYS Human Rights Law also protects against harassment based on gender identity or transgender status. Harassment based on actual or perceived sexual orientation is also prohibited by the New York State Orientation Non-Discrimination Act ("SONDA").

Beyond reporting harassment to your employer, there is no one right answer about how to proceed. It is advisable to consult an attorney who can explain all available options. Note that there are deadlines for filing a complaint under each of the laws prohibiting sexual harassment. Ask the New York State Office of the Attorney General (OAG) Civil Rights Bureau about specific procedures and time limits that apply.



This policy also prohibits other harassment on any basis, which can include, but is not limited to the following:

- Use of derogatory language, emails, labels, jokes, taunts, cartoons, pictures, or drawings based upon, or referring to, an individual's race, color, religion, creed, sex, gender identity or expression, national origin, citizenship, alienage, age, disability, predisposing genetic characteristic, sexual orientation, military status, marital or partnership status, or any other protected status under local, state, or federal law; and
- Any derogatory action taken against another individual based upon or referring to an individual's race, color, religion, creed, sex, gender identity or expression, national origin, citizenship, alienage, age, disability, predisposing genetic characteristic, sexual orientation, military status, marital or partnership status, or any other protected status under local, state, or federal law.

Each employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, each employee is responsible for respecting the rights and dignity of his or her co-workers.

Reporting Procedure: Sample complaint form follows below

If you believe you have been subjected to harassment, or you witness or are aware of harassment of another employee, you must immediately notify your supervisor. All managers and supervisors are required by law to report any incidents of harassment. If you are uncomfortable reporting the incident to your supervisor, notify the Managing Director (bb@59e59.org), the Artistic Director (val@59e59.org), or the board president (ek@59e59.org). When reporting the incident, clearly identify the behavior surrounding the complaint. You are required to come forward and allow 59E59 to resolve your complaint at the earliest possible time. All complaints will be investigated and appropriate corrective action will be taken. Your complaint will be kept confidential to the maximum extent possible. If 59E59 determines that an employee is harassing another employee or engaging in other prohibited conduct, appropriate action will be taken against the offending employee.

59E59 prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation.



Any employee violating any part of this policy, including the anti-retaliation section of this policy, will be subject to disciplinary action, up to and including termination of employment, as appropriate.

59E59 Theaters

COMPLAINT FORM FOR REPORTING SEXUAL HARASSMENT

If you believe that you have been subjected to harassment, please complete this form and submit it by email or in person to your Supervisor, the Managing Director (bb@59e59.org), the Artistic Director (val@59e59.org), or the board president (ek@59e59.org). Once you submit this form, your employer must follow its harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit:
ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Job Title:

Phone:

Email:

Select Preferred Communication Method: Email Phone In person (please select one)

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

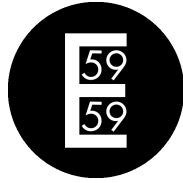
Job Title:

Phone:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name:



Job Title:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

The last two questions are optional but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about sexual harassment at 59E59 Theaters? If yes, when and to whom did you complain or provide information?

Employees who file complaints with their employer might have the ability to get help or file claims with other entities including federal, state or local government agencies or in certain courts.

6. Have you filed a claim regarding this complaint with a federal, state or local government agency?

Yes No

Have you instituted a legal suit or court action regarding this complaint?

Yes No

Have you hired an attorney concerning this complaint?

Yes No

I have filled out the above to the best of my ability. I understand that 59E59 will investigate this complaint in a timely and confidential manner as outlined in the anti-sexual harassment policy, and advise me of the results of the investigation.



Signature: _____

Date: _____