



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

Harassment Policy

59E59 is committed to providing a workplace that is free from harassment. When an allegation of harassment is reported, a prompt and confidential investigation will be initiated. Retaliation for making a harassment complaint will not be tolerated.

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

Harassment includes but is not limited to:

- Unwelcome verbal or physical sexual advances
- Verbal or physical abuse
- Unwanted physical contact
- Repeated teasing, jokes, or innuendo- in person or via e-mail
- Unwanted verbal or non-verbal behaviors
- Bullying and intimidation
- Threatened or actual physical harm

The NYS Human Rights Law also protects against harassment based on gender identity or transgender status. Harassment based on actual or perceived orientation is also prohibited by the New York State Orientation Non-Discrimination Act ("SONDA").

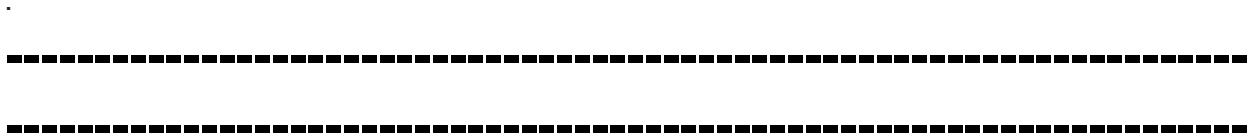
This policy also prohibits other harassment on any basis, which can include, but is not limited to the following:

- 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, 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, orientation, military status, marital or partnership status, or any other protected status under local, state, or federal law.

Any community member(s) who violates any part of our Anti-Harrassment or Anti-Discrimination policies, including the Anti-Retaliation policy, will be subject to action, which may result in severed ties with our organization.



59E59 Theaters

COMPLAINT FORM FOR REPORTING HARASSMENT

If you believe you have been subjected to harassment, or you witness or are aware of harassment of any member of our community, you are encouraged to notify a supervisor. All 59E59 managers and supervisors are required 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. Please come forward to allow 59E59 to resolve your complaint at the earliest possible time. All complaints will be investigated and appropriate corrective action will be taken. Complaints will be kept confidential to the maximum extent possible. If 59E59 determines that a community member is harassing others or engaging in other prohibited conduct, appropriate action will be taken.

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



59E59 Theaters

COMPLAINT FORM FOR REPORTING 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, we are still required to follow our harassment prevention policy by investigating the claims as outlined at the end of this form.

Any community member(s) in violation of any part of our Anti-Harrassment or Anti-Desccrimination policies, including the Anti-Retaliation policy, will be subject to action, which may result in severed ties with our organization.

For additional resources, visit:
[ny.gov/programs/combating-sexual-harassment-workplace](https://www.ny.gov/programs/combating-sexual-harassment-workplace)

COMPLAINANT INFORMATION

Name:

Role:

Phone:

Email:

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

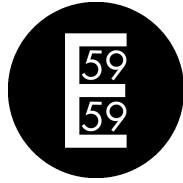
SUPERVISORY INFORMATION

Supervisor's Name:

Role:

Phone:

COMPLAINT INFORMATION



Your complaint of Harassment is made against:

Name:

Role:

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 harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) harassment occurred:

Is the 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 harassment at 59E59 Theaters? If yes, when and to whom did you complain or provide information?

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-harassment policy, and advise me of the results of the investigation.



Signature: _____

Date: _____