



# SEXUAL HARASSMENT POLICY

## CADETS ARTS & ENTERTAINMENT, INC.

### Policy Statement

The Cadets is committed to providing a discrimination free environment for corps members, program participants, employees, contractors, volunteers, and alumni at every function, program, activity, and event. In keeping with this commitment, The Cadets will not tolerate harassment of corps members, employees, contractors, volunteers, or alumni.

### Definition

For purposes of all The Cadets activities and programs, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a condition to participate in any The Cadets employment, field operations, activities or programs: or
- Submission to or rejection of such conduct is used as a basis for decisions affecting terms and conditions of employment or whether particular individuals will participate in any The Cadets functions, activities or programs; or
- Such conduct has the effect of creating a hostile, intimidating, or offensive environment which may tend to interfere with a person's employment at The Cadets or participation in and/or receipt of any intended benefit of The Cadets employment, functions, activities, or programs.

For purposes of the foregoing definition, the term "participants(s)" shall include corps members, program participants, employees, contractors, volunteers, alumni, and/or anyone attending any The Cadets functions, activities, or programs, or who have or seek to have an ongoing participation in any organization or program directly affiliated with The Cadets by name.

For the purposes of this policy, the phrase "verbal or physical conduct of a sexual nature" includes, but is not limited to:

- verbal conduct, including epithets, derogatory comments, or slurs, and
- physical conduct, including assaults, impeding or blocking movements, or physical interference with normal activities in the context of any functions, activities, and programs, and
- visual harassment, such as derogatory posters, cartoons, or drawings.

The Cadets sexual harassment policy is intended to apply to all "participants" as defined above as well as to all paid staff (employees and contractors) of The Cadets who interact with "participants" in the course of fulfilling their duties and/or as volunteers themselves.

Sexual harassment can occur male to female, male to male, female to male, and female to female.

The following are some examples of conduct, which may be considered sexual harassment and, therefore, are prohibited by this policy;

- repeated, unwelcome, and/or offensive sexual flirtations, advances or propositions;
- continued or repeated verbal abuse or insults of a sexual nature;
- continued or repeated graphic verbal commentaries about a person's body;
- display of sexually suggestive objects or pictures;
- continued or repeated suggestive sexual comments or remarks;
- continued or repeated insults, humor, or jokes about a person's sex or traits relating to sex;
- continued or repeated touching, pinching, or brushing a person's body.

Sexual harassment does not refer to occasional socially acceptable compliments. It refers to behavior that is unwelcome, personally offensive, and sufficiently severe and pervasive as to alter the conditions of The Cadets functions, activities, or programs, and creates an abusive, hostile, intimidating, or offensive environment.

### **Reporting Procedure**

The Cadets asks that a report be made whenever a participant feels that he or she has experienced sexual harassment as defined in this policy, or whenever an individual believes she or he has witnessed sexual harassment of another individual. A report must be made if the victim of the harassment is an employee or staff member of The Cadets. The report shall be made to an adult representative of The Cadets at an event, function, or program, or to a staff supervisor, or a board member, AND to the Chief Operating Officer, Justin Moore at [jmoore@cadets.org](mailto:jmoore@cadets.org). The report can be made orally or in writing and should contain all pertinent information. Following receipt of a report of sexual harassment, the COO is responsible for:

- Ensuring that a prompt investigation is conducted as set forth below.
- Determining the appropriate remedies as set forth below, if the behavior is determined to be harassment.
- Creating a written report which contains all pertinent information and sending a copy of this report to the Board of Directors and the staff member in charge of field operations.

If the harassment complaint is filed against an employee or staff member of The Cadets, the report should be sent to The Cadets Board of Directors and the Chief Executive Officer.

### **Investigation**

The allegations of sexual harassment will be investigated in a prompt, thorough, and objective fashion assuring the most confidentiality possible. In most cases, an investigation will consist of an interview with the complaining party, the alleged harasser, any witnesses to the conduct, and any other person who may possibly have information relevant to the complaint. Refusal to participate or cooperate in an investigation of sexual harassment is grounds for the immediate suspension or termination of employment and/or dismissal from any and all involvement with The Cadets events, activities, programs and functions.

### **Remedies**

Remedies for sexual harassment shall be designed to ensure that the harassment is effectively eliminated. Sanctions will be appropriate to the seriousness of the conduct and may include, but is not limited to:

- putting an immediate stop to any activity which qualifies as sexual harassment;
- limiting contact between the victim and the harasser;
- reprimand to the harasser;
- apologies from the harasser to the victim;
- requesting the harasser to leave The Cadets event; suspension of the harasser for a designated period of time; or terminating the harasser's involvement or employment with The Cadets permanently.

### **Non-Retaliation**

Retaliation against any party involved – the accused, accuser, witnesses, and investigators – will not be tolerated and is a violation of this policy. Persons who violate The Cadets non-retaliation policy will be disciplined or terminated from their association with The Cadets.