

QUAD CITY SYMPHONY ORCHESTRA ASSOCIATION  
**Anti-Discrimination and Anti-Harassment Policy**

This policy shall apply to all Trustees and all Employees of the QUAD CITY SYMPHONY ORCHESTRA (QCSO).

All Unlawful Discrimination and Harassment Prohibited

The QCSO strives to maintain an environment that fosters mutual respect and promotes harmonious, productive working relationships. QCSO believes that discrimination and harassment in any form constitute misconduct that undermines the integrity of the working relationship. Therefore, QCSO strictly prohibits discrimination or harassment that is based on the following actual or perceived legally protected characteristics and classes:

- age,
- color,
- creed,
- physical or mental disability (including HIV-positive status),
- Gender identity (including transgender or transsexual status),
- national origin,
- pregnancy,
- race,
- religion,
- sex,
- sexual orientation,
- or any other characteristics protected under applicable federal, state or local law.

This policy applies to all QCSO Employees and Trustees, as well as non-employees directly performing services for QCSO pursuant to a contract with QCSO. This includes contractors and consultants. Discrimination and harassment are prohibited both in the workplace and anytime you may be acting in a manner that appears to the general public to represent the QCSO.

Unlawful Discrimination Prohibited

Unfair treatment, or adverse actions or conditions that are based on an actual or perceived protected class or characteristic, are prohibited. Unlawful discrimination can occur in many areas. The following are a few examples, although not a comprehensive list, of potentially discriminatory conduct in the workplace. No form of illegal discrimination is tolerated.

- Hiring and firing i.e. asking about a job applicant's age.
- Benefits and perks i.e. not approving a vacation day because it is a religious holiday.
- Transfers and promotions i.e. refusing to promote an employee because of her pregnancy.
- Recruitment and job advertisements i.e. including "looking for bright, young, applicants" in a job posting.
- Compensation i.e. paying two equally qualified employees who hold the same position different salaries because of race.

Sexual Harassment Prohibited

Sexual harassment means any harassment that is sexual in nature or based on a person's gender identification or status. Sexual harassment includes any unwelcome sexual advances, requests for sexual

favors, or any other conduct of a sexual nature when a person feels compelled to submit to that conduct in order to keep his or her position, to benefit from certain decisions, or to receive appropriate compensation. It also includes when the conduct has the purpose or effect of substantially or unreasonably interfering with performance or creates an intimidating, hostile or offensive work environment. Work environment is not limited to a physical location where assigned work is to be performed.

Sexual harassment can occur between individuals of the opposite gender (regardless of the offender's gender), as well as between individuals of the same gender. It also includes harassment against individuals based on their transgender or transsexual status or their sexual orientation.

QCSO will not tolerate any form of sexual harassment. Prohibited sexual harassment can take the following forms:

Verbal - for example, sexually related epithets, derogatory statements, slurs, comments or jokes, unwelcome sexual advances or requests for sexual favors i.e. continued requests for dates

Non-Verbal - for example, staring, blocking or impeding movement, winking, blowing kisses, sitting too close to someone

Physical - for example, sexual assault or inappropriate physical contact

Visual - for example, displaying sexually suggestive posters, cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual or derogatory gestures

This list is illustrative only, and not exhaustive. No form of sexual harassment is tolerated.

#### Other Forms of Harassment Prohibited

Harassment can also be based on a person's actual or perceived legally protected characteristic or class. It can include any misconduct a person feels compelled to submit to in order to keep his or her position, to benefit from certain decisions, or to receive appropriate compensation. It also includes misconduct that has the purpose or effect of substantially or unreasonably interfering with performance by creating an intimidating, hostile or offensive work environment. Work environment is not limited to a physical location where assigned work is to be performed.

QCSO will not tolerate any form of harassment toward anyone's actual or perceived legally protected characteristics or class. Prohibited harassment can take the following forms:

Verbal - for example, insulting epithets, derogatory statements, slurs, comments or jokes

Visual - for example, displaying derogatory posters, cartoons or drawings, sending inappropriate gifts, making derogatory gestures

Non-Verbal - for example, blocking or impeding movement, staring or glaring

This list is illustrative only, and not exhaustive. No form of harassment based on a person's actual or perceived legally protected characteristic or class is tolerated.

### Complaint Procedure

Any employee or trustee who believes that he or she has been subjected to prohibited harassment, discrimination or retaliation by a co-worker, supervisor, agent, client, guest, vendor or customer of the Association, or who is aware of such harassment, discrimination or retaliation of others, should immediately provide a written or verbal report.

For staff members, this report should be made to the Executive Director. For Musicians, this report should be made to the Personnel Manager. If the Musician is not comfortable with the Personnel Manager, the Musician should contact the Executive Director such incidents. Any report of prohibited harassment, discrimination or retaliatory conduct will be investigated. If a complaint of prohibited harassment or discrimination is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken. Any evidence collected under any investigation will be given to the relevant authorized bargaining agent. For Musicians, appropriate disciplinary action will be taken through the Grievance procedure outlined in the current Collective Bargaining Agreement.

For Trustees who believe they have observed or been the subject(s) of sexual harassment are required to report the alleged act immediately to the Board President or Executive Director. An investigation of all complaints will be undertaken promptly and as practicable under the circumstances. Those who have been found to have sexually harassed another will be subject to disciplinary action from verbal warning up to and including termination or dismissal from the Board.