

## **The Barrow Group**

### Anti-Harassment/Anti-Discrimination Policy

The Barrow Group wishes to create and maintain an environment in which people are treated with dignity, decency and respect. The environment of our company should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Everyone should be able to work, create and learn in a safe space. Accomplishing this goal is essential to the mission of the company. For that reason, The Barrow Group will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and training of all community members, we seek to prevent, correct and discipline behavior that violates this policy.

The Barrow Group is an "equal opportunity employer." We will not discriminate and will take measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, promotion, and other conditions of employment against any employee or job applicant on the bases of race, color, ethnicity, national origin, age, religion, disability status, military status, criminal or arrest record, domestic violence victim status, gender, sexual orientation, gender identity, genetic information, marital status or any other legally protected characteristic. We apply the same standards to accepting and training students, providing financial assistance, casting, developing and producing readings and theatrical productions. Note, however, that there may be bona fide and legally valid reasons to cast a role based on particular characteristics.

The Barrow Group is committed in all areas to providing a working and learning environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, color, age, religion, citizenship, disability, sexual orientation, gender, gender identity or any other legally protected characteristics will not be tolerated. All trustees, employees, independent contractors, faculty and students are expected and required to abide by this policy. No person will be adversely affected with The Barrow Group as a result of bringing good faith complaints of unlawful harassment.

Harassment is unwelcome physical or verbal conduct based on certain characteristics (i.e., race, age, etc.) that unreasonably interferes with another's work performance or educational environment or is sufficiently severe or pervasive to create a hostile work or learning environment. Examples of harassment include, but are not limited to: stalking, offensive verbal comments, intimidation, inappropriate physical conduct, hate symbols, unwanted physical attention, non-consensual recording and sustained disruption of classes or events.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, grade or academic status in school, b) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's performance

or creating an intimidating, hostile or offensive working or educational environment. Examples of sexually harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of The Barrow Group's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

It is possible for harassment to be committed by a manager, co-worker, faculty member, student, trustee or non-employee. Harassment is not limited to actions at our facilities but may also occur outside, if it adversely affects the relationship between The Barrow Group and an employee or student, the work of an employee or student, or the interests of the employer (i.e., the efficient operation of the workplace, the school or The Barrow Group's public reputation).

If you think that you or another member of The Barrow Group community has been harassed on the basis of sex, race, national origin, ethnic background, or any other legally protected characteristic, you should immediately report the matter to your supervisor, your faculty or The Barrow Group's Director of Education. If that person is not available, or if you feel it would be unproductive to inform that person, you should immediately contact the Executive Director or, in the case of a complaint regarding the Executive Director, to the Chairman of the Board.

If you are unsure whether the conduct is harassment or not, please feel free to report the conduct anyway. The Barrow Group wants to ensure that it is aware of any possible conduct as soon as possible to prevent conduct from becoming pervasive and to prevent a pattern from emerging.

All complaints should be referred to the Executive Committee of the Board of Trustees by the initial recipient of such complaint, regardless of who that initial recipient is (whether it's a supervisor, faculty member, Director of Education, the Executive Director or the Chairman). Once the matter has been reported it will be promptly investigated by the Executive Committee. The Executive Committee shall speak to the complainant, the person against whom the complaint is made and any witnesses. It shall review any applicable written or documented materials, as appropriate. It shall take action to stop any harassing conduct and prevent further harassment while the allegations are being investigated. The Executive Committee shall respond in a prompt, thorough and impartial manner and will respond to the complainant with an update of its activities within seven business days. It shall document the complaint and all efforts to address it. Any necessary corrective and preventive action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances. The Barrow Group is committed to ensuring that individuals who make such good faith complaints about harassment or provide information regarding any complaints will be protected against retaliation.

Any employee, contractor, student or trustee engaging in improper harassing or discriminatory behavior will be subject to disciplinary action. Based on the seriousness of the offense,

disciplinary action may include verbal or written reprimand, suspension or termination of relationship with The Barrow Group.

Because of the damaging nature of harassment to the victims and to the entire workforce, aggrieved individuals are strongly urged to use the procedures contained in this policy. Filing groundless or malicious complaints is, however, an abuse of this policy and will be treated as a violation.

Discriminatory or harassing behavior that violates this policy may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as well as the New York City and New York State Human Rights Laws. This policy is intended to comply with the prohibitions stated in these anti-discrimination and anti-harassment laws. Nothing in this policy prevents the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.

Performing, practicing, studying and teaching at The Barrow Group may involve physical contact with and by others. It may also involve becoming emotionally and psychologically vulnerable and/or disclosing and hearing sensitive personal information. One way to avoid harassing or being harassed is to communicate frequently and openly with your students, teachers, co-workers, directors, playwrights, performers, acting students and managers. We encourage you to discuss ahead of time what boundaries you and your colleagues are comfortable with and not. The nature of acting is different than working in an office and we suggest that you be proactive in discussing with your co-workers and others what the parameters are within the context of the class, play, film or other performance. We advise this to avoid, prevent and protect yourself from a discriminatory or harassing situation. This does not justify any discrimination or harassment, nor does it change the law or the allocation of responsibilities, which are as set forth above. If you believe that you have been harassed or discriminated against, we strongly encourage you to report this.

Some additional resources available to those who wish to know more about preventing and combating misconduct, discrimination and harassment are:

<http://hrforthearts.org> - Human Resources for the Arts

<https://actorsfund.org> - The Actors Fund

<https://www.safehorizon.org> - Safe Horizon for victim assistance (1-800-621-HOPE (4673))

<https://www.facebook.com/LetUsWorkProject/> - Let Us Work – advocacy against harassment in NYC theaters

<http://www.notinourhouse.org> - advocacy organization addressing sexual harassment in theater