**WRCT Board Director Code of Conduct Policy**

WRCT is committed to providing an environment that is free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully, and have equal opportunities. WRCT Board directors and employees are expected to uphold and abide by this policy, by refraining from any form of harassment, bullying, or discrimination, and by cooperating fully in any investigation of any harassment or discrimination complaint.

Board directors and employees have the additional responsibility to act immediately on observations, allegations or hearsay of harassment or discrimination and are responsible for creating and maintaining a harassment and discrimination-free organization and should address potential problems before they become serious.

Board directors and employees who knowingly allow or tolerate discrimination or harassment, including failure to immediately report such misconduct to the personnel committee or Board Chairperson, are in violation of this policy.

**Discrimination:** It is a violation of WRCT’s policy to discriminate on the basis of a person’s race, color, national origin, religion, disability status, gender, gender identity or expression, genetic information or marital status. Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the age discrimination Act of 1967 and the Americans with Disabilities Act of 1990.

**Harassment:** WRCT prohibits harassment of any kind including which contributes to a hostile work environment and will take appropriate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct such as blocking, touching, yelling, criticizing or belittling, designed to bully, threaten, intimidate or coerce another Board director, employee, volunteer or any person working on behalf of WRCT.

**Sexual Harassment:** Sexual harassment is a form of unlawful discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under WRCT’s anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other non-verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as a basis for employment decisions or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

 **Confidentiality:** All complaints and investigations are treated confidentially to the extent possible, and information is disclosed on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation and the personnel committee will take steps to ensure the complainant is protected from retaliation during and after the investigation. If requested by the complainant, steps will be taken to keep the complainant’s identity confidential. It may not be possible to fully investigate anonymous complaints.

**Annual Certification**

A copy of this policy shall be furnished to each director, officer, and employee of WRCT. Directors, officers, and employees shall certify annually that they are in compliance with the policy by signing the acknowledgement and returning it to the Chairman of the Board

**Annual Certification Regarding**

**WRCT Code of Conduct Policy**

I have read and understand the Code of Conduct Policy of Wisconsin Rapids Community Theatre, Inc. I agree to report promptly any observed or alleged violations of the policy which arise and to comply with the Policy and its procedures.

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Name

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Signature

Date