Fenton Community Orchestra Anti-Discrimination, Anti-Harassment, and Non-Retaliation Policy

1. Policy and Scope

The Fenton Community Orchestra (FCO) is committed to a professional, respectful, and inclusive environment free from unlawful discrimination, harassment, and retaliation. This policy applies to applicants, employees, board members, officers, contractors, interns, volunteers, musicians and other participants, vendors, patrons, guests, and other third parties in all work-related settings. This includes premises, performances, rehearsals, travel, events, electronic communications, social media, and off-site activities connected to the FCO. Conduct may violate this policy even if it does not meet the legal standard for unlawful harassment.

2. Equal Opportunity and Protected Characteristics

Employment and participation decisions will be made without unlawful discrimination based on race (including hair texture and protective hairstyles), color, religion, creed, national origin, ancestry, citizenship status, sex (including pregnancy, childbirth, related medical conditions, sexual orientation, and gender identity or expression), age, height, weight, marital or familial status, disability, genetic information, military or veteran status, arrest record, source of income, or any other status protected by applicable federal, Michigan, or local law. Characteristics whose legal protection applies only in particular settings will be protected to the extent required by law. The FCO will provide reasonable accommodations as required by law.

3. Prohibited Conduct

Discrimination includes unequal treatment in hiring, compensation, assignments, promotion, discipline, discharge, access to programs, or other terms, conditions, or privileges because of a protected characteristic. Harassment is unwelcome verbal, visual, written, electronic, or physical conduct based on a protected characteristic that has the purpose or effect of creating an intimidating, hostile, or offensive environment, unreasonably interfering with work or participation, or affecting an employment decision. Prohibited conduct includes slurs, epithets, ridicule, threats, offensive jokes or images, degrading comments, unwanted touching, intimidation, blocking movement, and inappropriate messages or posts. Harassment may be committed by or directed toward any covered person, and the person affected need not be the person directly targeted.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, visual, electronic, or physical conduct of a sexual nature when submission is made a term or condition of employment or participation, submission to or rejection of the conduct is used in a decision, or the conduct creates an intimidating, hostile, or offensive environment. Examples include sexual propositions, sexual jokes or comments, leering, sexually explicit material or messages, unwanted touching, and threats or promises tied to sexual submission or rejection.

4. Reporting Concerns

Anyone who experiences, witnesses, or learns of conduct that may violate this policy should report it promptly through any available channel: (1) the Operations Manager (2) the Music Director; or (3) the Board Chair or another Board officer. A person may bypass anyone involved in the concern or anyone with whom they are uncomfortable. Reports may be oral or written, may be made by the affected person or a witness, and need not use legal terms. Anonymous reports will be reviewed to the extent feasible. A Music Director who receives or observes a possible violation must promptly notify the Operations Manager or Board Chair. In an emergency or where there is an immediate safety risk, contact 911 or appropriate emergency services.

5. Prompt, Impartial Response and Remedial Action

The FCO will respond promptly and conduct a fair, thorough, and impartial review appropriate to the circumstances. The reviewer will be free of material conflicts of interest; an outside investigator may be used when appropriate. The FCO may take interim measures to protect participants and preserve the integrity of the review. At the conclusion, the FCO will make findings based on the information available, communicate closure to the reporting and responding parties as appropriate, and take prompt corrective and remedial action reasonably designed to stop prohibited conduct, remedy its effects, and prevent recurrence. Action may include training, changes in duties or access, counseling, warnings, suspension, removal from activities, termination of employment or engagement, or other measures appropriate to the circumstances.

6. Privacy and Records

Information will be shared only with those who need it to evaluate the report, take action, comply with law, or protect safety. Absolute confidentiality cannot be guaranteed. Records will be maintained in accordance with applicable law and FCO practices.

7. Non-Retaliation

Retaliation is prohibited against anyone who in good faith reports or opposes suspected discrimination or harassment, requests an accommodation, resists prohibited conduct, participates in an internal or external inquiry, serves as a witness, or supports another person's exercise of rights. Retaliation includes any action that could discourage a reasonable person from raising or supporting a concern. Suspected retaliation should be reported through any channel listed above and will be addressed promptly. A report is protected even if it is not substantiated, provided it was made in good faith. Knowingly false statements or deliberate interference with an investigation may result in corrective action; an unsubstantiated report alone is not evidence of bad faith.

8. External Reporting and Civil Rights Agencies

Internal reporting is encouraged but does not replace or limit the right to contact a government agency, law enforcement, or legal counsel. Filing deadlines may be short.

- **Michigan Department of Civil Rights (MDCR):** 3054 West Grand Boulevard, Suite 3-600, Detroit, MI 48202; 313-456-3700; toll-free 800-482-3604; Michigan Relay 711; complaint information and online intake.
- **U.S. Equal Employment Opportunity Commission (EEOC), Detroit Field Office:** Patrick V. McNamara Building, 477 Michigan Avenue, Room 865, Detroit, MI 48226; 313-774-0067; national information line 800-669-4000; TTY 800-669-6820; ASL videophone 844-234-5122; office information and filing options.

9. Administration

This policy will be distributed to covered persons and reviewed periodically for consistency with applicable law. The FCO may provide training and may adopt procedures or designate contacts to implement this policy. Nothing in this policy creates contractual rights or limits rights or remedies available under law. Questions may be directed to the Operations Manager, Music Director, or Board Chair.