

SRUTI – THE INDIA MUSIC AND DANCE SOCIETY
ANTI-HARASSMENT and ZERO TOLERANCE POLICY

Adopted & Effective: _____

All Unlawful Harassment Prohibited

SRUTI – The India Music and Dance Society (hereinafter referred to as “**SRUTI**”) strictly prohibits and does not tolerate unlawful harassment against employees, volunteers, donors, vendors, patrons, customers, clients, visitors, attendees, board members, or any other person who is associated in any way with SRUTI or attends a SRUTI-sponsored event (collectively, “**SRUTI Stakeholders**”) because of race, religion, creed, national origin, ancestry, sex (including pregnancy), gender (including sexual orientation, gender identity, and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, genetic information, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

Sexual Harassment

All SRUTI Stakeholders are prohibited from harassing other SRUTI Stakeholders based on that individual's sex or gender (including pregnancy, sexual orientation, gender identity, and status as a transgender or transsexual individual) and regardless of the harasser's sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature.

SRUTI will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually related comments or jokes, unwelcome sexual advances, or requests for sexual favors).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, leering, or making sexual gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only and not exhaustive. No form of sexual harassment by or against a SRUTI Stakeholder will be tolerated.

Harassment is prohibited both at the SRUTI board meetings and SRUTI-sponsored events and activities.

Other Types of Harassment

SRUTI's anti-harassment policy applies equally to harassment based on a SRUTI Stakeholder's race, religion, creed, national origin, ancestry, age, physical or mental disability, citizenship, genetic information, past, present, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments, or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, or drawings or making derogatory gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only and not exhaustive. No form of sexual harassment by or against a SRUTI Stakeholder will be tolerated.

Harassment is prohibited both at the SRUTI board meetings and SRUTI-sponsored events and activities.

Complaint Procedure

If you are subjected to any conduct that you believe violates this policy or witness any such conduct, you must promptly speak to, write, or otherwise contact a member of the SRUTI Board of Directors, ideally within ten (10) days of the offending conduct. If you have not received a satisfactory response within five (5) days after reporting any incident of what you perceive to be harassment, please immediately contact complaints@sruti.org*. This individual/s will ensure that a prompt investigation is conducted. Although not mandatory, a Complaint Form is available at www.sruti.org/complaint to make your complaint if you wish to use it.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. The SRUTI Board of Directors will directly and thoroughly investigate the facts and circumstances of all claims of perceived harassment and will take prompt corrective action, if appropriate.

Additionally, any SRUTI Stakeholder who observes harassing conduct must report the conduct to complaints@sruti.org* so that an investigation can be made and corrective action taken, if appropriate.

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the SRUTI Board of Directors will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files maintained by the SRUTI Board of Directors.

No Retaliation

No one will be subject to, and SRUTI prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim, or cooperating in related investigations. If you perceive any kind of retaliation, please write to us at retaliation@sruti.org. *

SRUTI is committed to enforcing this policy against all forms of harassment. However, the effectiveness of our efforts depends largely on SRUTI Stakeholders informing us about inappropriate conduct. If a SRUTI Stakeholder feels that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If SRUTI Stakeholders do not report harassing conduct, SRUTI may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Violations of This Policy

Any SRUTI Stakeholder, regardless of affiliation, position, or title, whom the SRUTI Board of Directors determines has subjected another SRUTI Stakeholder or individual to harassment or retaliation in violation of this policy, will be subject to discipline, up to and including termination of their membership with SRUTI, removal from all affiliation with SRUTI, and an outright ban to all SRUTI sponsored events and activities.

Administration of This Policy

The SRUTI Board of Directors is responsible for the administration of this policy. If you have any questions regarding this policy or questions about harassment that are not addressed in this policy, please contact: feedback@sruti.org*

* Mailboxes for complaints/retaliation/feedback will be accessible to a committee comprising the President, President Elect and Secretary of Sruti.

Conduct Not Prohibited by This Policy

This policy is not intended to restrict communications or actions protected or required by state or federal law.

Alternative Legal Remedies

Nothing in this policy may prevent a complainant or a respondent from pursuing formal legal remedies or resolution through local, state, or federal agencies or the courts.

Acknowledgment of Receipt and Review

I have received and read a copy of the policy and that it is my responsibility to be familiar and abide by its terms. I understand that the information in this policy is intended to help SRUTI Stakeholders work together effectively and create a safe and welcoming environment for all SRUTI Stakeholders. This policy does not set terms or conditions of employment or create an employment contract.

Signature

Printed Name

Date