

Santa Fe Chamber Music Festival

Code of Conduct

Objective

The Santa Fe Chamber Music Festival (“the Festival”) is committed to a work environment in which all individuals are treated with respect and dignity, and all members of the Festival community respect the primary roles and responsibilities of one another (staff, Board, artists, etc.). Within this framework, however, each member of the community is free to express his or her opinions on any subject relevant to the mission of the Festival.

Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, explicit bias, prejudice, and harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, or any other characteristic protected by law.

The Festival has developed this policy to ensure that all its employees and associates can work in an environment free from unlawful harassment, discrimination, and retaliation

Scope

This policy applies to all persons associated with the Festival: members of the Board of Trustees, members of the Advisory Council, Board of the Endowment Foundation, officers, staff, contracted artists, technicians and other professionals and volunteers.

Anyone who violates this policy is subject to disciplinary action up to and including the possibility of immediate discharge from his/her employment by or association with the Festival in accordance with Section 2.7 of the By-laws, as appropriate.

Discrimination

It is the policy of the Festival to achieve and maintain equal employment opportunity without discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, or any other characteristic protected by law. All its constituents are expected to conform to the letter and the spirit of all applicable civil rights laws. Any employee, board member, volunteer or contractor, or outside provider of services, who believes he or she has been discriminated against is encouraged to report this concern promptly to a supervisor, the Executive Director, or the President of the Board of Trustees.

Harassment

Harassment on the basis of any protected characteristic is prohibited. Under this policy harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, or any other characteristic

protected by law and that: a) has the purpose or reasonably likely effect of creating an intimidating, hostile or offensive work environment. b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs, or negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes and written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Sexual Harassment

Sexual harassment is a form of harassment that is illegal under federal, state, and local laws. A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance. Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called *quid pro quo* harassment.

Retaliation

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their supervisor, the Executive Director, or the President of the Board of Trustees. The President of the Board is empowered to resolve complaints and may seek outside professional assistance, as he or she feels appropriate in order to resolve any complaint.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly.

Distribution

It is the responsibility of the Festival that each person covered by this policy receives and signs a copy. This including new entrants to the organization.