

Non-Discrimination and Harassment Policy

I. OVERVIEW & SCOPE

Schenectady Light Opera Company of 427 Franklin Street, Schenectady, New York 12305, has established an Anti-Discrimination and Harassment Policy that applies to all aspects of the relationship between Schenectady Light Opera Company and its employees, contractors, and volunteers, including, but not limited to, employment, recruitment, advertisements for employment, hiring and firing, compensation, assignment, classification of employees, termination, upgrading, promotions, transfer, training, working conditions, wages and salary administration, and employee benefits and application of policies. These policies apply to independent contractors, temporary employees, all personnel working on the premises, volunteers and any other persons or firms doing business for or with Schenectady Light Opera Company. Disciplinary action will be taken against any volunteer, employee, or agent in breach of this policy.

II. POLICIES

1. DISCRIMINATION. Schenectady Light Opera Company shall not tolerate, under any circumstances, without exception, any form of discrimination based on race, creed, religion, color, age, disability, pregnancy, marital status, parental status, veteran status, familial status, military status, domestic violence victim status, national origin, political affiliation, sex, predisposing genetic characteristics, sexual orientation, gender identity or gender expression, and any other status protected by the law. This list is not exhaustive. Job promotions will be offered based on merit, experience, and other job-related criteria. For qualified people with disabilities, Schenectady Light Opera Company will make every effort to provide reasonable workplace accommodations that comply with applicable laws. All employees, managers, volunteers, stakeholders, and agents at Schenectady Light Opera Company will comply with these anti-discrimination policies. In some cases, local laws and regulations may provide greater protections than those described in this policy.

2. HARASSMENT. Schenectady Light Opera Company is committed to providing an environment that is free from harassment. Any behavior that is unwanted and offensive to the recipient, which creates an intimidating, hostile, or humiliating environment for that person violates Schenectady Light Opera Company's policy. Harassment can occur between members of the opposite sex or the same sex. Harassment, verbal or non-verbal, explicit or implicit, based on an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All volunteers and employees including supervisors, other management personnel, and independent contractors, are required to abide by this policy. No person will be adversely affected in employment with Schenectady Light Opera Company as a result of bringing complaints of harassment.

3. REPORTING DISCRIMINATION & HARASSMENT. If an individual feels that they have been harassed as described in this policy, they should immediately report the matter to the Incident Response Committee through any verbal or written means. If that contact is not available, or if the individual is not comfortable informing this contact, the individual should immediately inform any other leader. Once the matter has been reported it will be promptly investigated and any corrective action will be taken when deemed appropriate. All complaints or unlawful harassment under this policy or otherwise will be handled in as confidential a manner as possible. Timely reporting is encouraged to prevent the re-occurrence of, or otherwise address, the behavior that violates this policy or law. Delays in reporting a complaint can limit the type of effectiveness of a response by Schenectady Light Opera Company. The procedure for reporting incidents of

discriminatory or harassing behavior is not intended to prevent the right of an individual to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

4. RETALIATION. Retaliation against any person associated with Schenectady Light Opera Company who reports instances of harassment - whether they are directly or indirectly involved - is in violation of Schenectady Light Opera Company's policies. All reported incidents are assumed to be made in good faith. Any allegations that are proven false will be treated as a serious matter.

5. DISCIPLINARY MEASURES FOR HARASSMENT. Anyone engaging in behavior that violates this policy will be subject to disciplinary action, including the possible termination of employment, loss of volunteer status and to ban from company facilities whether or not an actual law has been violated

6. POLICY IMPLEMENTATION. Implementation of this Policy will be effective as of Nov 8, 2022.