

## Staff and Volunteer Conduct Policy

---

The Greater Columbus Arts Council (Arts Council) and the Columbus Arts Festival (Arts Festival) provide a workplace free from all forms of discrimination and harassment based upon race, color, religion, sex (including pregnancy), sexual orientation, national origin, age (40 or over), disability, genetic information, veteran's status, and any other characteristic protected by applicable federal, state, or local law.

Harassment and offensive conduct will not be tolerated by the Arts Council or the Arts Festival. It is unacceptable to harass a person (an applicant or employee) because of that person's race, color, religion, sex (including pregnancy), sexual orientation, national origin, age (40 or over), disability, genetic information, veteran's status, or because of any other characteristic protected by applicable federal, state, or local law. Prohibited harassment includes "sexual harassment" or unwelcomed sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment in the workplace or at the Arts Festival by anyone toward an Arts Council employee, intern or volunteer engaged in service to the Arts Council or the Festival should immediately be reported to the President or Arts Festival Director. Any employee or volunteer who violates this policy will be subject to the appropriate action, up to and including termination or release from volunteer service.

The Arts Council and the Arts Festival are committed to provide a safe and secure workplace and environment free from physical violence, threats, and intimidation. All incidents should be immediately reported to the President or Arts Festival Director. Workplace violence is defined as ANY physical assault, threatening behavior, or abusive remarks that are made in the workplace which includes, but is not limited to:

**Abusive Remarks** – Any remarks issued with the intent of creating fear or intimidation in another individual or group of individuals.

**Physical Abuse** – any intentional movement, which may include touching, gesturing, pushing, striking or stalking, or any unwanted intrusion of "reasonable space" of an employee.

**Creating a Hostile Work Environment** – Any intentional actions that can be considered intimidating or harassing with the intent of creating an environment that has the purpose or effect of unreasonably interfering with an individual's performance or where behaviors create a hostile or threatening environment, are not appropriate.

Harassment can take many forms and includes, but not limited to, impeding another's movement or otherwise physically interfering with normal work, assault, making comments, jokes, gestures, pictures, drawings or cartoons based on an employee's sex, gender identity, race, sexual orientation, creed, color, national origin, religion, age, physical or mental disability, or military and veterans status.

It is against company policy for anyone to retaliate against an employee, intern or volunteer (a) for complaining about discrimination, harassment, or other retaliation; (b) for otherwise opposing any discrimination, harassment, or other retaliation; or (c) for participating in investigations of discrimination, harassment, or retaliation. Any employee or volunteer who engages in retaliation will be subject to the appropriate action, up to and including termination or release from volunteer service.

## **Substance Free Workplace**

---

### **Drug Free *and* Alcohol Free Workplace**

The Arts Council and the Arts Festival are committed to maintaining a drug and alcohol-free work place. The Arts Council forbids employees and volunteers to possess, use, distribute or sell illegal drugs in the work place, or at any Arts Council work site, including the parking lot areas. Consumption of alcohol is forbidden, however, the distribution and sale of alcohol may occur only on Festival grounds to Festival patrons during the hours of the Festival.

Reasons for testing or dismissal from service may include:

**Reasonable Suspicion:** In cases when an employee's or volunteer's supervisor, manager or other staff member has grounds to believe that the employee or volunteer possesses or is under the influence of drugs and/or alcohol and such possession or use or influence may adversely affect the employee's or volunteer's job performance, or the safety of the employee, co-workers or other volunteers.

**Possession:** In cases where an employee or volunteer is found to be in possession of physical evidence, i.e. drugs, alcohol, or paraphernalia possibly connected with the use of an illicit drug, or if illicit drugs and/or alcohol are found in the employee's or volunteer's immediate work area.

## **Dealings with the Public**

---

In all contacts with the public, employees, interns and volunteers are required to conduct themselves in a professional and business-like manner, in act and appearance, and treat all persons equally without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age (40 or older), disability, genetic information, veteran's status, or any other characteristic protected by applicable federal, state, or local law.