

POLICY AGAINST DISCRIMINATION, HARASSMENT, AND SEXUAL HARASSMENT

Purpose

The Guild Literary Complex (“the Guild”) is committed to a work environment in which all employees are treated with dignity and respect, free of bias, prejudice, discrimination and harassment. The Guild expects every employee and other workers and performers to show respect for all of our colleagues, contractors, audience members, clients, employees, and vendors. Professional conduct furthers the mission, promotes productivity, minimizes disputes, and enhances our reputation. Accordingly, this policy forbids any unwelcome conduct that is based on an individual’s actual or perceived race, traits associated with race (including, but not limited to, hair texture and protective hairstyles such as braids, locs, and twists), ethnicity, caste, color, religion, sex (including pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), reproductive health decisions, family responsibilities, sex stereotyping (including assumptions about a person’s appearance or behavior, gender roles, gender expression, or gender identity), bodily autonomy (including reproductive health care and gender affirming care), parental status, gender, gender identity, gender expression, national origin, age, mental or physical disability, ancestry, medical condition, marital status, military or veteran status, citizenship status, sexual orientation, genetic information, order of protection status, their association with a person with a disability, unfavorable military discharge, arrest record (or criminal history record ordered expunged, sealed, or impounded), credit history, and conviction record (subject to applicable legal exceptions) or any other protected status of an individual or that individual’s associates or relatives. We interpret these protected statuses broadly to include both the actual status and also any perceptions and assumptions made regarding these statuses. The Guild is thus committed to providing a work environment that is free of unlawful discrimination, including harassment that is based on any legally protected status. The Guild will not tolerate any form of harassment that violates this policy.

Coverage

This policy and the law forbid any employee, manager, supervisor, contractor, officer, director, client, worker, performer, audience member, vendor, or any other third party that an employee encounters in connection with Guild business, to harass, discriminate, or retaliate against any Guild employee, applicant, contractor, intern, or volunteer, on the basis of any legally protected status or activity. This policy also prohibits offensive conduct that does not rise to a violation of law, as explained below.

Prohibited Conduct

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discriminatory employment action and any unwelcome conduct that is inflicted on someone because of that individual’s protected status. Among the types of unwelcome conduct prohibited by this policy are epithets, slurs, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility

toward individuals because of their protected status. The Guild prohibits that conduct in the workplace, even if the conduct is not sufficiently severe or pervasive to constitute unlawful harassment.

Sexual Harassment

Sexual harassment deserves special mention. Sexual harassment is illegal in Chicago and the State of Illinois. Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or are of different genders.

According to the U.S. Equal Employment Opportunity Commission (“EEOC”), unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct based on sex constitute unlawful sexual harassment when (1) submission to such conduct becomes an implicit or explicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for any employment decision, (3) the conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment can also be in the form of sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual’s employment position.

This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation. Examples of gender-based harassment forbidden by this policy include, but are not limited to:

- offensive sex-oriented verbal kidding, teasing, or jokes,
- repeated unwanted sexual flirtations, advances, or propositions,
- verbal abuse of a sexual nature,
- graphic or degrading comments about an individual’s appearance or sexual activity,
- offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons, or posters,
- unwelcome pressure for sexual activity,
- offensively suggestive or obscene letters, notes, or invitations,
- offensive physical contact such as patting, grabbing, pinching, or brushing against another’s body, and
- sexual favoritism.

Employee Responsibility

Everyone at the Guild can help assure that our workplace is free from prohibited discrimination or harassment.

Avoiding Prohibited Conduct

Everyone is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment; no employees, not even the highest-ranking individuals in the Guild, are exempt from the requirements of this policy. Employees are also encouraged to inform any person in the workplace whose conduct the employee finds unwelcome.

Reporting Prohibited Conduct

All incidents of alleged discrimination, harassment, retaliation, or other conduct inconsistent with this policy must be reported immediately.

Any manager or supervisor who is aware of conduct inconsistent with this policy or who receives a report of conduct inconsistent with this policy must report it immediately to The Guild's Executive Director or the Board by emailing board@guildcomplex.org.

Reporting Procedures

If you feel you have experienced or witnessed any conduct that is inconsistent with this policy, you are to immediately notify the Executive Director or the Board. These are the individuals authorized by this policy to receive and act upon complaints of discrimination, harassment, and retaliation on behalf of the Guild. This policy does **not** require reporting discrimination, harassment, or retaliation directly to an employee's immediate supervisor or to any individual who is creating the harassment, discrimination, or retaliation.

The Guild's Response

All reports describing conduct that is inconsistent with this policy will be investigated promptly and effectively. To that end, parties involved in the situation (including the reporting party, anyone identified as the target of the behavior (if different than the reporting party) and anyone who allegedly violated this policy) will be offered an opportunity to be interviewed or to otherwise respond to a report under this policy. The Guild may put certain interim measures in place, such as a leave of absence or a transfer, while the investigation proceeds. The Guild will take further appropriate action once the report has been investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The Guild might also conclude, depending on the circumstances, either that no violation of policy occurred or that the Guild cannot conclude whether or not a violation occurred.

If an investigation reveals a violation of this policy or other inappropriate conduct has occurred, then the Guild will take corrective action. Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive

action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, demotion, reassignment, temporary suspension or termination, as the Guild believes appropriate under the circumstances, regardless of the job positions of the parties involved. The Guild may take corrective action for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy. If the person who engaged in harassment is not employed by the Guild, then the Guild will take whatever corrective action is reasonable and appropriate under the circumstances.

All employees working in Chicago will be required to participate in annual sexual harassment prevention training and bystander training in accordance with Chicago and Illinois law.

Policy Against Retaliation

The Guild forbids that any employee treat any other employee or former employee or applicant adversely for reporting harassment, discrimination, or retaliation, for assisting another employee or applicant in making a report, for cooperating in an investigation into such alleged conduct, or for filing an administrative claim with the EEOC or a state governmental agency. Retaliation for reporting sexual harassment is prohibited, and illegal, in Chicago. All employees who experience or witness any conduct they believe to be retaliatory are to immediately follow the reporting procedures stated above.

Government Agencies

As outlined above, the Guild expects employees to report any conduct inconsistent with this policy, so that it can investigate and take appropriate remedial action. In addition to these procedures described above, any employee who feels they have been subjected to unlawful discrimination or harassment, including sexual harassment, may also file a charge of discrimination with the Illinois Department of Human Rights within two years from the date of the violation. That charge will be investigated and, if there is substantial evidence that discrimination or harassment has occurred, a complaint may be filed with the Illinois Human Rights Commission, or employees may file a complaint in Illinois state court on their own behalf.

The Department of Human Rights can be contacted at:

State of Illinois
Department of Human Rights
555 West Monroe Street, Suite 700
Chicago, Illinois 60661
(312) 814-6200

The Human Rights Commission can be contacted at:

State of Illinois
Human Rights Commission
Michael A. Bilandic Building
160 North LaSalle Street, Suite N-1000
Chicago, Illinois 60601
(312) 814-6269

Employees who believe they have experienced sexual harassment may also contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703, and employees in Chicago may report discrimination and harassment, including sexual harassment, to the Chicago Commission on Human Relations ((312) 744-4111) within 365 days of the discrimination or harassment.

Confidentiality

In investigating and in imposing any corrective action, the Guild will attempt to preserve confidentiality to the extent that the needs of the situation permit.

Acceptance of Policy

All Guild employees have a personal responsibility to conduct themselves in compliance with this policy and to report any observations of conduct inconsistent with this policy. If you have any questions concerning this policy, then please contact the Executive Director.

Acknowledgment:

In signing below, I acknowledge that I received a copy of the above Policy Against Discrimination, Harassment, and Sexual Harassment on the date indicated below.

Signed: _____

Printed Name: _____

Date: _____

YOU HAVE THE RIGHT TO BE FREE FROM JOB DISCRIMINATION AND SEXUAL HARASSMENT.



The Illinois Human Rights Act states that you have **the right to be free from unlawful discrimination and sexual harassment**. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.



REASONABLE ACCOMMODATIONS

You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled.



RETALIATION

It is also unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.



REPORT DISCRIMINATION

To report discrimination, you may:

1. Contact your employer's human resources or personnel department.
2. Contact the Illinois Department of Human Rights (IDHR) to file a charge.
3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

Chicago:
555 W Monroe Street, 7th Floor
Chicago, IL 60661
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (Fax)

Springfield:
524 S. 2nd St., Suite 300
Springfield, IL 62701
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)

Website: dhr.illinois.gov

Email: IDHR.Intake@illinois.gov

Employers shall make this poster available and display it where employees can readily see it. This notice is available for download at: www.illinois.gov/dhr

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