



PREVENTING HARASSMENT IN THE WORKPLACE

Kitchen Dog Theater (KDT) is committed to providing a safe work environment in which all its employees can interact comfortably and productively. Company policy prohibits sexual harassment, sexual misconduct and systemic bullying based on pregnancy and childbirth, race, color, national origin or ancestry, religious beliefs, ability, medical condition, marital status, gender, sexual orientation, age or any other basis protected by federal, state, or local law, ordinance or regulation. All such harassment is unlawful. KDT's policy against harassment applies to every employee of the Company during all phases and aspects of employment including recruitment, evaluation, hiring, promotion or demotion, termination, determining rates of pay and benefits, and termination of employment. The policy applies in both formal and informal settings, including the administrative offices, rehearsals, performances, travel, and Company-sponsored social events.

PROHIBITED BEHAVIOR:

KDT emphasizes that sexual harassment/misconduct is illegal and will not be tolerated. Prohibited sexual harassment and disrespectful conduct include, but are not limited to, the following:

- Written conduct, such as derogatory, sexually suggestive or obscene letters, notes, emails, social media posts or invitations.
- Verbal conduct, such as derogatory or sexually suggestive or obscene comments, slurs, epithets, jokes, propositions, or threats or offers to alter or influence the career, salary, benefits or work environment of another employee who refuses to respond or submit to sexual requests.
- Visual conduct, such as derogatory and/or sexually suggestive gestures, posters, photographs, pictures, drawings, cartoons, or magazines.
- Physical contact, such as assault, unwelcome and/or intentional touching, impeding or blocking movement, physically coercing sexual intercourse.
- Retaliation for having reported or threatened to report harassment.

MONITORING/COMPLAINT PROCEDURE:

Any person who believes they have been discriminated against or harassed by any co-worker, supervisor, or manager should report the incident to one of the Co-Artistic Directors or any KDT representative listed on the Concern Resolution Path document as soon as possible after the incident. Please write down the incident as soon as possible and include as much information as possible so the incident can be investigated properly, such as the details of the incident or incidents, names of the individuals involved and the names of any witnesses.

KDT will undertake a prompt investigation of the allegations. All parties are expected to cooperate with a discrimination or harassment investigation. Failure to cooperate may lead to disciplinary action, up to and including termination of employment. Information provided by those involved during the course of an investigation will be treated as confidentially as possible. Providing false information in the course of an investigation is against Company policy and will result in disciplinary action, up to and including termination of employment.

If KDT determines that unlawful harassment or discrimination has occurred, it will take appropriate steps to remedy the situation. KDT encourages all persons to report any incidents of discrimination or harassment immediately so that complaints can be quickly and fairly resolved. Questions regarding this policy should be directed to the Company Manager.

This document is a living document and will be periodically updated.