

## FISHTRAP CODE OF CONDUCT

FISHTRAP is committed to providing a harassment-free space for all students, conference attendees, staff members, volunteers, and program participants regardless of gender identity and expression, sexual orientation, physical ability, appearance, race, ethnicity, age, religion, class, or identity. We expect everyone to treat each other with respect in all interactions.

Harassment could include:

- Deliberate intimidation
- Repeated disruption of classes, lectures, or discussions
- Unwelcome physical contact
- Unwelcome sexual attention
- Verbal comments or displayed images that harmfully reinforce structures of oppression
- Written contact, such as sexually suggestive or obscene letters, notes, invitations
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures
- Continuing to express sexual or social interest after being informed directly that the interest is unwelcome
- Using sexual behavior to control, influence or affect the career, salary or work environment of another

Harassment does not include respectful disagreement or critique in good faith. Reading and writing by their nature, include exposure to controversial, challenging, and sometimes offensive language.

### WHAT TO DO

If asked to stop harassing behavior, you are expected to comply immediately. Those violating these expectations may be expelled at the discretion of Fishtrap staff.

If you are experiencing harassing behavior, report it to a staff member or teaching artist as soon as possible. All incidents will be brought to Fishtrap's Executive Director who will follow harassment protocol which may include removing an offender from a program without a refund, reimbursement, or pay.

### HARASSMENT PROTOCOL

All complaints of harassment and retaliation for reporting or participating in an investigation will be directed to the Executive Director either in writing or by requesting an individual interview. If the executive director is the subject of the complaint, the President of the Board of Directors must be notified. All complaints

shall be handled as confidentially as possible. The complaints will be promptly reviewed and resolved.

Fishtrap's Executive Director will take the following steps when receiving a harassment complaint:

- Interview people involved as well as any witnesses
- Ask any employee/volunteer/program participant found to have violated this policy to immediately stop the offending behavior
- Follow appropriate disciplinary action including warnings, reprimands, suspension, discharge, removal from event without refund, reimbursement, or pay according to the findings of the complaint research
- Respect issues of confidentiality and due process
- Involve the police when necessary or requested
- If sexual harassment has occurred, hold the harasser legally liable for their actions under state or federal anti-discrimination laws or in separate legal actions.

No program participant/staff/volunteer/contractor will be adversely affected in terms and conditions of employment, discriminated against, or discharged because of bringing a sexual harassment complaint or assisting in investigating such a complaint.