



# THE BOSTON CONSERVATORY

MUSIC DANCE THEATER

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*[PLEASE KEEP THIS FOR YOUR FUTURE REFERENCE]*

## **All-Conservatory Harassment Policy**

### **Statement of Policy**

It is the policy of The Boston Conservatory to promote a learning, living, and work environment that is free of all forms of harassment. Harassment on the basis of race, national origin, color, creed, sex, sexual orientation, age, disability, or veteran's status undermines the basic principles of the community. It is not acceptable behavior at The Boston Conservatory and will not be tolerated.

Harassment is defined as the use of derogatory comments or act(s) directed toward an individual's race, national origin, color, creed, sex, sexual orientation, age, disability, or veteran's status which:

1. Humiliate and/or intimidate an individual
2. Impede and/or interfere with work performance, academic status, or campus life

Sexual harassment is a form of sex discrimination and is a violation of Boston Conservatory policy as well as federal and state statutes. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and all other verbal and physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
2. Submission to, or rejection of, such conduct by an individual is used as a basis for employment or academic decisions affecting an individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment in which to work or learn.

The Boston Conservatory considers harassment a very serious matter. Any person found to be engaging in harassment, including sexual harassment, will be subject to disciplinary action, up to and including termination of employment or expulsion.

### **Examples of Sexual Harassment**

Sexual harassment can be directed toward a person of the opposite sex or same sex and can take many forms. Sexual harassment may occur regardless of the intention of the person engaging in the conduct. The following are some examples of conduct that, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

1. Sexual advances (whether they involve physical touching or not.)
2. Requests for sexual favors in exchange for actual or promised job or academic benefits such as favorable reviews, salary increases, promotions, grades, increased benefits, or continued employment.
3. Sexual jokes
4. Use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life, comments on an individual's body, sexual activity, deficiencies, or prowess.
5. Displaying sexual objects, pictures, or cartoons.
6. Disseminating sexually explicit voice mail, e-mail, graphics, downloaded material or websites in the workplace.
7. Leering, brushing against the body, sexual gestures, suggestive or insulting comments.
8. Inquiries into one's sexual activities.
9. Assault or coerced sexual acts.

### **False Reporting or Retaliation**

The Boston Conservatory considers filing an intentionally false report of harassment a violation of this policy. Conversely, retaliation against anyone reporting or thought to have reported harassment behaviors is also prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge of harassment is substantiated. Encouraging others to retaliate also violates the policy. *(continued on reverse)*

## **Reporting Harassment**

The Boston Conservatory is committed to stopping harassment in all of its forms. Any member of The Boston Conservatory community who believes that he or she has been subjected to harassment has the right to file a complaint through the procedures delineated below.

The Boston Conservatory encourages individuals to report incidents of harassment, regardless of who the alleged offender may be and provides designated Conservatory officials to whom complaints can be made. These officials are:

### **For Students:**

Carmen Griggs

Vice President for Administration and Student Affairs/Dean of Students

(617) 912-9121, [cgriggs@bostonconservatory.edu](mailto:cgriggs@bostonconservatory.edu), Room 113, 8 The Fenway

### **For Faculty:**

Michael Nash

Dean of the Boston Conservatory

(617) 912-9166, [mnash@bostonconservatory.edu](mailto:mnash@bostonconservatory.edu), Room 102, 8 The Fenway

### **For Staff:**

Rob Elkin

Director of Human Resources

(617) 912-9112, [relkin@bostonconservatory.edu](mailto:relkin@bostonconservatory.edu); Room 112, 8 The Fenway

These designated officials are available to discuss any concerns you may have and to provide information to you about The Boston Conservatory's policy on harassment and our complaint process.

## **Harassment Investigation**

All harassment complaints will be investigated as promptly as possible. Individuals are assured that complaints will be treated as confidentially as possible, subject to The Boston Conservatory's obligation to investigate and respond appropriately to any and all allegations of harassment. The Boston Conservatory has adopted both informal and formal resolution procedures to deal with harassment complaints.

### *Informal Resolution*

After discussion and investigation, some complaints may be resolved informally. With the assistance of the designated official, the complainant may choose to write or speak with the offending person directly which may be sufficient to bring a satisfactory response. Or, the designated official may speak with the offending person or facilitate a meeting between the complainant and the offending person. Individuals sometimes find that through these informal procedures, they are able to reach an acceptable resolution.

### *Formal Resolution*

The formal complaint procedure is initiated after a written complaint has been filed with the appropriate designated official asking for a formal investigation to be conducted. After investigation and discussion, an attempt may be made to reconcile the grievance by meeting with the parties concerned. If the complaint remains unresolved, a hearing will be held. If the offending party is a student, the case will be heard by the Boston Conservatory Judicial Board according to procedures outlined in the *Student Handbook*. If the offending party is a faculty or staff member, the case will be heard by a three-person panel, and a written decision will be provided to all parties involved.

### *Disciplinary Action*

If it is determined that inappropriate conduct has been committed by a student, faculty, or staff person, action will be taken as is appropriate under the circumstances. Such action may range from counseling to expulsion or termination of employment and may include other forms of disciplinary action as deemed appropriate.

## **State and Federal Remedies**

In addition to the above, if you believe you have been subjected to harassment, you may file a formal complaint with either or both of the following government agencies:

1. **United States Equal Employment Opportunity Commission (EEOC)**, J.F.K. Federal Building, 475 Government Center, Boston, MA 02114 (617) 565-3200
2. **Massachusetts Commission Against Discrimination (MCAD)**, One Ashburton Place, Room 601, Boston, MA 02108 (617) 994-6000