



Zaluso Arts Sexual Harassment Policy

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Purpose:

Zaluso Arts is committed to creating a safe and respectful workplace. This policy protects all staff from unwanted sexual advances or harassment and provides clear guidance on reporting and handling incidents. Sexual harassment of any kind will not be tolerated. Our culture is built on respect, collaboration, and professionalism.

Scope:

This policy applies to everyone connected with Zaluso Arts, including staff, contractors, volunteers, partners, and visitors. Harassment from inside or outside the organization is covered by this policy.

What is Sexual Harassment?

Sexual harassment includes, but is not limited to:

- Requests for sexual favors or advances.
- Inappropriate touching or invading personal space.
- Intimidation, threats, or coercion for sexual purposes.
- Sharing sexual content or making sexually explicit comments.
- Derogatory comments about someone's appearance, gender, or sexuality.
- Persistent unwanted flirting or advances, even in informal settings.

The most severe form is sexual assault. Zaluso Arts fully supports victims wishing to report such incidents to authorities.

Our Policy:

- Any employee found guilty of sexual harassment may face disciplinary action up to and including termination.
- Harassment by contractors, vendors, or external partners will lead to action from their organizations and/or termination of the partnership.
- All claims are treated seriously and investigated thoroughly. False reports are rare but investigated fairly.
- Victims will not face retaliation or negative consequences.

Reporting Sexual Harassment:

Staff can report harassment by:

1. Requesting a private meeting with a supervisor or senior management member.
2. Sending a detailed report via email to HR or the supervisor (with evidence if available).

For severe cases, such as assault, staff should also contact law enforcement, and the organization will support them in the process.

Inadvertent Harassment:

Even unintentional behavior can be harassment. Staff are expected to stop if their behavior makes others uncomfortable. Persistent issues should be reported to HR.

Disciplinary Actions:

- Sexual assault: immediate termination.
- Other harassment: first offense may result in reprimand, performance review impacts, or temporary freezes on promotions/salary; repeat offenders may be terminated.
- Disciplinary actions are applied equally regardless of gender, sexual orientation, or other characteristics.

HR Responsibilities:

- Prevent harassment by fostering a culture of respect.
- Investigate complaints promptly and confidentially.
- Keep detailed records of complaints and actions.
- Ensure victims are supported and not victimized further.

Supporting Victims:

Zaluso Arts will assist staff affected by harassment, including options for mental health support or temporary leave. Job security and benefits are not affected.

Speak Up:

Staff are encouraged to report harassment without fear. By raising concerns, you help Zaluso Arts maintain a safe and positive workplace.

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