



ARTIST TRUST ANTI-HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY

Artist Trust aims to foster mutual respect and promote harmonious, productive working relationships. Board members and employees are expected to be sensitive to, and respectful of Artist Trust community members with whom they come into contact. Respectful, professional conduct furthers Artist Trust's mission, promotes productivity, minimizes disputes, and enhances our reputation. Artist Trust board and employees are charged with representing our organization ethically and positively.

Therefore, Artist Trust prohibits harassment, discrimination and retaliation by any Board member or employee towards other Board members, employees, or Artist Trust stakeholders, including volunteers, vendors, contractors, donors, and artists. Artist Trust also prohibits stakeholders from harassing or discriminating against Board member or employees, and from taking retaliatory action.

Artist Trust expressly prohibits all forms of harassment, discrimination and retaliation, including sexual harassment, and harassment based on: race; ancestry; creed; color; religion; national origin; pregnancy; childbirth or related medical conditions; families with children; sex; genetic information; marital status; sexual orientation; gender expression; gender identity; political ideology; age; veteran or military status; sensory, physical, or mental impairment; and any legally-protected characteristics or activities.

Examples of prohibited conduct include:

- Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts;
- Written or graphic material displayed or circulated in our workplace that denigrates or shows hostility or aversion toward an individual or group;
- Intimidating, hostile, derogatory, disrespectful, or otherwise offensive conduct or remarks that are directed at a person because of any of the above described characteristics or activities;
- Knowingly and recklessly making a false complaint of harassment or providing knowingly false information regarding a complaint; and
- Retaliation for filing a good faith complaint about harassment, or for cooperating with the investigation of a complaint.

With respect to sexual harassment, examples of prohibited conduct includes:

- Vulgar or sexual comments, jokes, stories, or innuendo;
- Display of sexually suggestive photographs, cartoons, graffiti, or the like;
- Graphic or suggestive comments about someone's body or manner of dress;
- Gossip or questions about someone's sexual conduct, sexual orientation, gender identity, or gender expression;
- Vulgarity, leering, obscene or suggestive gestures;
- Unwelcome touch such as unwelcome massages or embraces;
- Unwelcome and repeated flirtations, requests for dates or the like;
- Subtle pressure for sexual activity, including unwelcome sexual advances;
- Solicitation or coercion of sexual activity, dates, or the like by the implied or express promise of rewards or preferential treatment or the express threat of punishment;
- Sexual assault; and
- Intimidating, hostile, derogatory, disrespectful, or otherwise offensive conduct or remarks that are directed at a person because of that person's sex, whether or not the remarks themselves are sexual in nature.

For information about consensual relationships between Artist Trust stakeholders, please see Artist Trust's Conflict of Interest Policy.

Anyone who has experienced or witnessed harassment related to Artist Trust is encouraged to report their concerns to Artist Trust's CEO and/or Board Officer without fear of retaliation. Complaints may be submitted verbally or in writing with written complaints sent to the legal department through regular mail or email:

Mail: Executive Committee
Artist Trust
183512thAvenue
Seattle, WA 98122-2437

Email: legal@ArtistTrust.org

Online reporting form: <https://artisttrust.org/legal/>

All complaints will be handled confidentially. A phone or in-person meeting with Artist Trust's CEO and/or Board Officer may be requested using the mail, email address, or online reporting form above. Anyone registering a written complaint may choose to remain anonymous or include limited identifying information for a response. Complaints may require further follow-up for clarification and to define a course of action.

It is the duty of the CEO or Board Officers to fully investigate any complaint and ensure a response within fifteen (15) working days after receiving the complaint. The response may be an answer to a complaint, or if the matter requires a legal opinion, a notice letting the complainant know when to may expect a written answer. Artist Trust is committed to addressing complaints sensitively, confidentially, ethically, and without retaliation.