



# AIMS Sexual Harassment Policy

## The Policy Statement

The American Institute of Musical Studies (AIMS) is committed to providing a safe environment for all its employees, faculty, staff, and participants (singers, pianists, and orchestra members), free from discrimination on any ground and from harassment, including sexual harassment. AIMS will operate a zero-tolerance policy for any form of sexual harassment, treat all incidents seriously and promptly investigate all allegations of sexual harassment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

## Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

### Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of threats or rewards to solicit sexual favors

### Verbal conduct

- Comments on someone's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

### Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. AIMS recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

AIMS recognizes sexual harassment is a manifestation of power relationships and often occurs within unequal relationships.

Anyone, including faculty, staff, and participants (singers, pianists, and orchestra members) at AIMS who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place within AIMS premises or outside, including at any social events sponsored by AIMS.

## **Complaints procedures**

Anyone who is subject to sexual harassment should approach either Sarah Halley, General Director, or Brian Bridges, Director of Operations, who will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands AIMS' procedures for dealing with the complaint
- keep a confidential record of all discussions
- respect the choice of the victim

## **Implementation of this policy**

AIMS will ensure that this policy is widely disseminated to all relevant persons.