

Amherst Early Music Code of Conduct

Amherst Early Music (“AEM”) strives to provide an environment free of harassment and discrimination, where all members of the AEM community are comfortable, safe, and treated with dignity, decency, and respect. Community members should be able to participate in AEM programs in a safe and supportive atmosphere. Our goal is to create a space conducive to learning, and one in which everyone can enjoy participating in our programs and socializing appropriately. All community members who participate in AEM programs, regardless of their position, are covered by and are expected to comply with this Code.

NON-DISCRIMINATION, ANTI-HARASSMENT, AND EQUAL OPPORTUNITY

AEM is committed to the principle of equal opportunity in employment and participation in all of its programs. **Discrimination or harassment against any member of the AEM community** (i.e., faculty member, staff member, performer, artist, volunteer, student, or other participant) because of race, color, religion, creed, national origin, sex, age, ancestry, sexual orientation, genetics, pregnancy, marital status, gender identity/expression, disability, handicap, military obligations, veteran status, participation in discrimination complaint-related activities or any other category protected by law (“protected class status”) **is strictly prohibited**. Furthermore, any retaliation against an individual who has complained about discrimination or harassment, or retaliation against individuals for cooperating with an investigation of a discrimination or harassment complaint is similarly unlawful and will not be tolerated.

INAPPROPRIATE BEHAVIOR

AEM prohibits inappropriate behavior in all forms – whether or not it amounts to harassment, discrimination, or retaliation – and AEM will take prompt and appropriate action in response to complaints or knowledge of violations of this Code. Inappropriate behavior is defined as behavior that injures, intimidates, harasses, or otherwise threatens members of the AEM community. Inappropriate behavior can be sexual, verbal, physical, or nonverbal in nature. The following examples of inappropriate behavior are intended to be guidelines and are not exclusive when determining whether there has been a violation of this Code:

- **Sexual misconduct** includes, but is not limited to: unsolicited or unwelcome sexual advances - whether they involve physical touching or not; sexual epithets, jokes, or written or oral references to sexual conduct; gossip regarding one’s sex life; comments on an individual’s body; comments about an individual’s sexual activity, deficiencies, or prowess; displaying sexually suggestive objects, pictures, cartoons; unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; inquiries into one’s sexual experiences; discussion of one’s sexual activities; dissemination of sexually-explicit voicemail, e-mail, graphics, or websites; and, direct or implied requests for sexual favors in exchange for actual or promised benefits such as compensation increases, favorable reviews, or performance or teaching opportunities.
- **Verbal misconduct** includes, but is not limited to: comments that are offensive or unwelcome regarding a person's race, religion, national origin, sexual orientation, or any other protected class status, including epithets, slurs, and negative stereotyping; threats of violence; and, aggressive or combative interactions.

- **Physical misconduct** includes but is not limited to: physical interactions outside of the usual activities required for music participation that are offensive, intimidating, or threatening.
- **Nonverbal misconduct** includes, but is not limited to: gestures and body language, distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of protected class status; and, any other actions designed to intimidate or harass.

INTERVENTION, COMPLAINTS, AND INVESTIGATION

If any member of the AEM community witnesses or learns of discrimination, harassment, retaliation, or any other inappropriate behavior, they are encouraged to:

- ***Intervene*** in an appropriate manner, if they are comfortable doing so and it is safe to do so;
- ***Inquire*** whether the person who was subjected to the inappropriate behavior needs assistance; and,
- ***Report*** such behavior to the Workshop Director or to those individuals designated on the Workshop Information Sheet as soon as practicable.

Furthermore, if any member of the AEM community believes that she or he has been subjected to discrimination, harassment, retaliation, or inappropriate behavior, that person has the right to file a complaint with AEM. If you would like to file a complaint you may do so by contacting the Workshop Director or those individuals designated on the Workshop Information Sheet. These persons are also available to discuss any concerns you may have and to provide information to you about this Code and our complaint process.

All members of the AEM faculty and staff are **required** to report any violations of this Code of which they become aware.

When AEM receives a complaint or report of a violation of this Code, we will promptly investigate the allegation. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. When we have completed our investigation, we will, to the extent appropriate, inform the persons involved of the outcome.

DISCIPLINARY ACTION

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action. Based on the seriousness of the offense, action may include, but is not limited to: verbal or written warning; temporary suspension from AEM programs; permanent removal from AEM programs (termination); and/or, if required, assistance from law enforcement.