



FRENCH-AMERICAN PIANO SOCIETY

1501 Broadway, Fl 12  
New York, NY 10036

## **Policy on Conduct at French-American Piano, Recitals, Meetings and Events**

**October 27, 2019**

It is the policy of the **French-American Piano Inc** (“French-American Piano”, or “French-American Piano Society” or “the Society”) that all attendees of Society hosted recitals, recitals, meetings, events and other activities are expected to exhibit respectful, professional, and collegial behavior during such recitals, meetings, events and activities, including but not limited to dinners, receptions and social gatherings held in conjunction with such Society hosted recitals, meetings, events and other activities. Attendees should exercise consideration and respect in their speech and actions, including while making formal presentations to other attendees, and should be mindful of their surroundings and fellow participants.

Any type of harassment of any attendee of a Society hosted recital, meeting, event and other activity, including but not limited to dinners, receptions and social gatherings held in conjunction with a Society hosted recital, meeting, event or activity, is prohibited conduct and is not tolerated. **The Society is committed to a zero tolerance for harassing conduct at all locations where Society business is conducted.** This zero tolerance policy also applies to recitals, meetings of all Society sections, councils, committees, task forces, and other leadership entities (each, an “Society Entity”), as well as other Society-sponsored events. The purpose of the policy is to protect participants in Society-sponsored events from harm.

## **Definition**

Harassment consists of unwelcome conduct whether verbal, physical or visual that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, citizenship or otherwise, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's participation in recitals, meetings or any Society event; or (3) otherwise adversely affects an individual's participation in such recitals, meetings or proceedings or, in the case of Society staff, such individual's employment opportunities or tangible job benefits.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written, electronic, or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the Society's premises or at the site of any Society meeting or circulated in connection with any Society meeting.

## **Sexual Harassment**

Sexual harassment also constitutes discrimination and is unlawful and is absolutely prohibited. For the purposes of this policy, sexual harassment includes:

- making unwelcome sexual advances or requests for sexual favors or other verbal, physical, or visual conduct of a sexual nature; and
- creating an intimidating, hostile or offensive environment or otherwise unreasonably interfering with an individual's participation in recitals, meetings or proceedings of the HOD or any Society Entity or, in the case of Society staff, such individual's work performance, by instances of such conduct.

Sexual harassment may include such conduct as explicit sexual propositions, sexual innuendo, suggestive comments or gestures, descriptive comments about an individual's

physical appearance, electronic stalking or lewd messages, displays of foul or obscene printed or visual material, and any unwelcome physical contact.

Retaliation against anyone who has reported harassment, submits a complaint, reports an incident witnessed, or participates in any way in the investigation of a harassment claim is forbidden. Each complaint of harassment or retaliation will be promptly and thoroughly investigated. To the fullest extent possible, the Society will keep complaints and the terms of their resolution confidential.

### **Operational Guidelines**

The Society shall, through its Board of Director, implement and maintain mechanisms for reporting, investigation, and enforcement of the Policy on Conduct at Society Meetings and Events in accordance with the following:

1. Take immediate action to investigate and / or remediate to the complaint, within the limitations of his/her authority, training and capacity.
2. Acknowledge in writing that a complaint has been reported within 1 day of a complain being reported (“T0”)
3. If needed, appoint or hire an independent Investigation and Enforcement Committee (The “Committee”) within 5 days of T0. The Committee will have the appropriate training and experience to serve in this capacity and may be a third party or a Society resource with assigned responsibility for this role. If such Committee is not needed, the Board of Directors of the Society will act as such Committee by default.
4. The Society will do its best efforts to balance the possible cost associated to the operations of the Committee with its limited resources.
5. The Committee will investigate and determine a violation of the Policy has occurred or not and propose disciplinary actions that must be in control and enforceable by the Society.
6. The Committee will be dissolved once the complaint has been resolved and its actions and resolution have been appropriately documented.

## **Reporting Violations of the Policy**

Any persons who believe they have experienced or witnessed conduct in violation of the Policy should promptly notify the (i) any member of the Board of the Society and/or (ii) the presiding officer(s) of such recital, meeting or activity.

Alternatively, violations may be reported using the Society reporting online form (link/button located on the home page). The Society reporting online form will provide an option to report anonymously, in which case the name of the reporting party will be kept confidential the Society.

These reporting mechanisms will be publicized to ensure awareness, in particular on the Society website and event invitations or tickets.

## **Investigations**

Each reported violation of the Policy (irrespective of the reporting mechanism used) will be promptly and thoroughly investigated. Whenever possible, the Committee should conduct incident investigations on-site during the event. This allows for immediate action at the event to protect the safety of event participants. Investigations should consist of structured interviews with the person reporting the incident (the reporter), the person targeted (if they are not the reporter), any witnesses that the reporter or target identify, and the alleged violator.

## **Disciplinary Action**

If the Committee determines that a violation of the Policy has occurred, the Committee will take or advise the Board of the Society to take immediate action to protect the safety of event participants, which may include having the violator removed from the Society recitals, meeting, event or activity, without warning or refund.

Additionally, if the Committee determines that a violation of the has occurred, it shall report any such violation to the Board of Directors of the Society, together with recommendations

as to whether additional commensurate disciplinary and/or corrective actions (beyond those taken on-site at the meeting, event or activity, if any) are appropriate, which may include but is not limited to the following:

- Prohibiting the violator from attending future Society events or activities;
- Removing the violator from leadership or other roles in Society activities;
- Prohibiting the violator from assuming a leadership or other role in future Society activities;
- Notifying the violator’s employer and/or sponsoring organization of the actions taken by Society;
- Referral to law enforcement.

### **Confidentiality**

All proceedings of the Board of Director and Committee should be kept as confidential as practicable. Reports, investigations, and disciplinary actions under the Policy at Society Meetings and Events will be kept confidential to the fullest extent possible, consistent with usual business practices.

### **Updates and revisions**

This policy can be reviewed and modified at any time by members of the Board of the Society.

### **Policy Timeline**

<i>Revision / release date</i>	<i>Author</i>	<i>Review   Approval</i>	<i>Changes</i>
October 29 2019	Mathieu Petitjean	Hanyi Meng   Helene Petitjean	Creation