

# Sexual Harassment Policy

The Orlando Renaissance Festival has adopted a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This zero tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any Vendor, including but not limited to Booth Managers and/or Employees, Staff Member, Entertainer, Volunteer, Patron, or other person at The Orlando Renaissance Festival will be tolerated. The Orlando Renaissance Festival is committed to enforcing its policy at all levels. Any Staff Member, Director, Manager, Supervisor, Vendor, Vendor Booth Manager, Vendor Booth Employee, Volunteer or Entertainer who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment and/or removal of Staff Member, Director, Manager, Supervisor, Entertainer, Volunteer, Vendor and/or Vendor Booth Manager/Employee for a first offense.

## Conduct Covered by this Policy

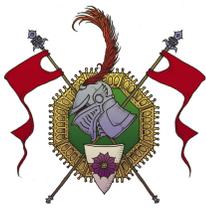
This policy applies to and prohibits all forms of illegal harassment and discrimination, not only sexual harassment. Accordingly, The Orlando Renaissance Festival absolutely prohibits harassment or discrimination based on sex, age, disability, perceived disability, marital status, personal appearance, sexual orientation, race, color, religion, national origin, veteran status or any other legally protected characteristic.

## Sexual Harassment

Because confusion often arises concerning the meaning of sexual harassment in particular, it deserves special mention. Sexual harassment may take many forms, including the following:

- Offensive and unwelcome sexual invitations, jokes and/or comments whether or not the Individual indicate discomfort or submits to the invitation, and particularly when a spoken or implied quid pro quo for sexual favors is a benefit of employment or continued employment;
- Offensive and unwelcome conduct of a sexual nature, including sexually graphic spoken comments; offensive comments transmitted by e-mail or another messaging system; offensive or suggestive images or graphics whether physically present in the workplace or accessed over the Internet; or the possession of or use of sexually suggestive objects; and
- Offensive and unwelcome physical contact of a sexual nature, including the touching of another's body; the touching or display of one's own body, or any similar contact.

Any Orlando Renaissance Festival Vendor, including but not limited to Booth Managers and/or Employee(s), Staff Member(s), Entertainer(s), Volunteer(s), who believes that she or he has been subjected to unlawful harassment of any kind has the responsibility to report the harassment immediately to her or his Manager/Supervisor and/or Festival Staff Member (General Manager, Entertainment Director, Vendor Coordinator, etc). If the Complainant is uncomfortable reporting the harassment to her or his immediate Manager/Supervisor (whether because the Manager/Supervisor has committed the harassment, or for any other reason whatsoever), the Complainant must report the harassment to the next higher level of management above the immediate Manager/Supervisor or, if the Complainant prefers, to the President, or Chair of the Orlando Renaissance Festival.



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(Please read carefully!)

## Procedures in Cases of Harassment

The Orlando Renaissance Festival is committed to taking all reasonable steps to prevent harassment, and will make every reasonable effort promptly and completely to address and correct any harassment that may occur. However, The Orlando Renaissance Festival cannot take prompt and effective remedial action unless each Participant/Staff Member/Volunteer assumes the responsibility of reporting any incident of harassment immediately to an appropriate supervisory person.

Every report of harassment will be investigated promptly and impartially, with every effort to maintain Complainant confidentiality. The Complainant and the Accused will be informed of the results of the investigation. If The Orlando Renaissance Festival finds that its policy has been violated, it will take appropriate corrective and remedial action, up to and including discharge of offending Officers, Managers, Staff Members or employees, and/or similarly appropriate action towards offending Vendor(s), including but not limited to Booth Managers and/or Employee(s), Entertainer(s), Volunteer(s).

## Reporting Without Fear of Retaliation

No Orlando Renaissance Festival Vendor, including, but not limited to Booth Managers and/or Employees, Staff Member, Entertainer, Volunteer, Patron, or other person will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded.

No Orlando Renaissance Festival officer, director, manager or staff member is authorized, or permitted, to retaliate or to take any adverse action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice at The Orlando Renaissance Festival.

### Receipt and Acknowledgement

I acknowledge that I have received the Orlando Renaissance Festival's Policy Statement on Harassment. I understand that it is my responsibility to be familiar with and conform to the procedures contained in this policy. I am expected to abide by the rules and requirements contained in the policy with regard to the reporting of harassment, including the obligation to report violations of the policy and not to retaliate against anyone for exercising his/her rights under this policy.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The Orlando Renaissance Festival affirms its commitment to ensuring a work environment that is free from any form of harassment, including sexual harassment.