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	SUGAR CREEK PLAYERS, INC HARASSMENT POLICY	ISSUED	1 OF 3
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A primary goal of Sugar Creek Players, Inc. (SCP) is to provide a safe outlet for those within our community that wish to participate within the theatrical arts. Sometimes within this environment, a more relaxed view of personal boundaries exists; however, a person(s) participating within this community still has the final say over their personal boundaries.

Just because a person chooses to participate within this environment, it does not automatically mean he/she agrees with this relaxed standard when it exists. In fact, SCP believes strongly in each person's right to maintain, relax or strengthen those personal boundaries as he/she sees fit on a person-to-person basis.

In the event that one person believes that the actions of another or others infringes upon his/her right to personal boundaries, it would be helpful to have a standard that could be applied to identify such occasions, and a means for resolving them.

To this end, SCP authored this harassment policy.

SCP defines harassment as any action that violates a person's boundaries and is unwanted and repeated.

The steps for determining this are as follows:

1. **BOUNDARIES:** An action is taken by a 'doer' against a 'receiver' that violates, in the receiver's opinion, his/her personal boundaries.
2. **UNWANTED:** The receiver then informs the action doer that this is not appropriate for him/her and asks him/her to stop and refrain from doing so again.
3. **REPEATED:** The action is then repeated by the same doer against the same receiver.

If these steps have been met, then it is the responsibility of the person who feels their personal boundaries have been breached (the 'receiver') to report these actions to the Executive Committee (EC) of SCP. Any member of the EC may be used as the first contact. In lieu, you may contact the director or producer or any member of the board who will pass such information to the EC.

The EC will immediately apply the SCP test for harassment. Should it be found that the actions meet the criteria for harassment, the EC will immediately open an investigation on the matter. The EC will speak to all parties it deems necessary to reach an understanding of the situation.

Once the EC has satisfied itself with its understanding of the event(s), the EC shall present its written findings and recommended actions to the Board of Directors (Board) of SCP. Once presented, the Board will then review the findings, make whatever changes needed and then vote on the actions to be taken.

In order for the Board to undertake its role, it is necessary that all participants with SCP, whether paid or voluntary, agree with and understand this harassment policy, and their responsibilities concerning it.

To this end, the SCP will keep this policy posted in an area that is easily accessible to the public, along with the names and contact phone numbers of each of the members of the EC.

Prior to participation with the SCP, the Board will require that a signed copy of this document be placed on file (or the participant's signature be recorded in a ledger), whether that participation is on a voluntary or paid basis. If a person is under the age of 18, a parent or guardian's signature will be required.

Upon reaching the age of 18, all former minor participants, must sign a new copy of this document. It is their sole responsibility to request this, and it is assumed that the former minor will abide by this document until a new copy has been signed.

As this document may need to be changed from time-to-time, the current dated version will always be posted. Posting will serve as notification of the update.

By signing below (or in the designated ledger), I (or my legal guardian) am stating that I/we have read and understand the harassment policy of the SCP, are willing to abide by it, and accept without judgment the decisions of the Board where they pertain to this policy. And, that I/we are bound by any updates to this document as they pertain to this policy, when they are posted in the manner described above.

Furthermore, I/we agree upon signing to return this entire document to the appropriate official of SCP and understand that upon request I/we will be provided a copy of the most recently updated revision of this document as soon as is possible.


DATE: _____

SIGNATURE: _____

PRINTED NAME: _____

LEGAL GUARDIAN OF: _____

(If participant is 18 years of age or older, mark not applicable.)

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Executive Committee Members:

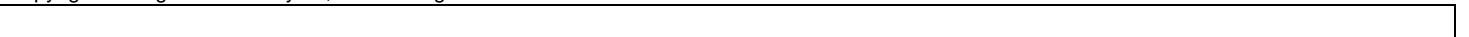
PRESIDENT Name: _____ Phone: _____


VICE-PRESIDENT Name: _____ Phone: _____

SECRETARY Name: _____ Phone: _____

TREASURER Name: _____ Phone: _____

PARLIAMENTARIAN Name: _____ Phone: _____



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DOCUMENT CONTROL INFORMATION

APPROVAL AUTHORITY

WRITTEN BY	APPROVED BY	APPROVAL SIGNATURE	DATE
Legacy Document	Legacy Document	Legacy Document	06/12/01

REVISION HISTORY

REV #	REV DATE	REVISED BY	CHANGES
1	07/15/04	Cicela, Frank W.	Electronic Copy Created, Inserted Text into Document Template for Document Control Purposes, Corrected Spelling Errors
2	08/01/04	Gann, Jr., Brett T.	Corrected gramatical errors and polished verbage and format.
3	06/06/05	Gann, Jr., Brett T.	Made changed to allow for new ledger system and reformated to Legal Paper size.