

# emBODY PROJECT THEATRE

## HARASSMENT, DISCRIMINATION & SEXUAL HARASSMENT POLICY

embodyprojecttheatre.com · embodyprojecttheatre@gmail.com

Applies to: All emBODY Project Theatre staff, artists, contractors, volunteers, students, and collaborators · Last updated: June 2026

emBODY Project Theatre is committed to a working and creative environment free from harassment and discrimination. This policy states our legal obligations plainly and describes how to report a concern and what happens next. It works alongside, and adds legal specificity to, our Community Conduct & Care Policy, which describes the broader values and culture this policy exists inside of.

*This policy is not a substitute for legal advice. It is written to reflect Massachusetts and federal law as generally understood at the time of last update, and emBODY recommends periodic legal review to confirm it remains current.*

### 1. OUR LEGAL COMMITMENT

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Harassment and discrimination based on a protected characteristic, and sexual harassment specifically, are unlawful under Massachusetts law, including M.G.L. c. 151B, and under applicable federal law. emBODY Project Theatre does not tolerate harassment or discrimination by or against anyone in our spaces, regardless of role.

*Massachusetts law requires employers with six or more employees to adopt and distribute a written sexual harassment policy. emBODY does not currently meet that employee threshold, and many people who work with emBODY are independent contractors, interns, or volunteers rather than employees under the technical legal definition. Regardless, we choose to apply this policy broadly, to everyone who works with, performs with, teaches with, or volunteers with emBODY, because it reflects our values and because the protections described here matter regardless of a person's formal classification. This policy does not itself change any individual's classification as an employee, independent contractor, or volunteer, which is governed by the applicable engagement agreement.*

### 2. SCOPE

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This policy applies to conduct in rehearsals, Labs, Studio classes, productions, performances, production meetings, company communications, and company-related online spaces, whether the people involved are staff, artists, contractors, volunteers, students, or collaborators. Conduct by audience members toward artists or staff, or between audience members, is addressed through our Community Conduct & Care Policy and our Ticketing & Attendance Policy.

### 3. DEFINITIONS

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#### Harassment & Discrimination

Unwelcome conduct based on a person's race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, genetic information, ancestry, veteran status, or any other characteristic protected by law, when that conduct is severe or pervasive enough to create an intimidating, hostile, humiliating, or offensive environment, or when it is used as a basis for a decision affecting someone's role, casting, or engagement.

#### Sexual Harassment

Sexual harassment includes two recognized forms under Massachusetts law. *Quid pro quo* sexual harassment occurs when someone is asked, explicitly or implicitly, to submit to or tolerate unwelcome sexual conduct in exchange for a role, opportunity, benefit, or continued engagement, or to avoid a negative consequence. Hostile environment sexual harassment occurs when unwelcome sexual conduct, whether verbal, physical, or visual, has the purpose or effect of unreasonably interfering with a person's ability to work or participate, or creates an intimidating, hostile, humiliating, or sexually offensive environment, even without any explicit exchange or threat.

#### Retaliation

Any adverse action taken against someone because they reported harassment or discrimination in good faith, participated in an investigation, or supported someone else who did. Retaliation is prohibited even if the underlying complaint is ultimately not substantiated, as long as it was made in good faith.

#### 4. EXAMPLES OF PROHIBITED CONDUCT

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Prohibited conduct includes, but is not limited to: unwelcome sexual advances, comments, or jokes; unwanted physical contact or invasion of personal space; requests for sexual favors, whether direct or implied, tied to a role, opportunity, or continued engagement; displaying or sharing sexually explicit or degrading material in emBODY spaces; slurs, epithets, or demeaning remarks based on a protected characteristic; and repeated, unwanted contact after a request to stop. This list illustrates the kind of conduct covered, and is not exhaustive.

#### 5. REPORTING A CONCERN

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If you experience or witness harassment or discrimination in an emBODY space, we encourage you to report it. You may speak with a facilitator or staff member in the moment if it feels safe to do so, reach out afterward by email or in writing, or ask for support in sharing your experience in whatever form works for you. You do not need to use any particular words or format to make a report.

**Corinne M. Mason, Artistic Director, is the primary contact for reports under this policy.**

[embodyprojecttheatre@gmail.com](mailto:embodyprojecttheatre@gmail.com)

*If your concern involves the Artistic Director or another member of leadership, or you would simply feel more comfortable speaking with someone else, you may instead contact our Producer/Production Manager directly.*

#### 6. WHAT HAPPENS AFTER A REPORT

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We will respond promptly and take reports seriously. Depending on the situation, our response may include listening to and documenting what happened, checking in with the people directly affected, gathering relevant information from those involved or who witnessed the conduct, consulting outside advisors when appropriate, and taking corrective action proportionate to what occurred. We aim to acknowledge a report within a few business days, and to complete our review as promptly as the situation allows.

Reports are kept as confidential as possible and shared only with those who need to know in order to respond. Interim measures, such as adjusting a schedule or role assignment, may be put in place while a concern is being addressed, in order to protect the people involved. We do not retaliate against anyone who raises a concern in good faith, and doing so has no bearing on a participant's standing, casting, or engagement with emBODY.

#### 7. RANGE OF POSSIBLE CONSEQUENCES

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Responsive action depends on the nature and severity of the conduct and may include a conversation and clarification of expectations, a documented warning, mediation or a facilitated conversation between those involved, adjustment of role or responsibilities, or removal from a role, production, or all emBODY spaces. Conduct that is severe, involves physical violence or a credible threat, or is a repeated pattern after prior correction may result in immediate removal without a lesser step first.

#### 8. YOUR RIGHT TO FILE EXTERNALLY

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You are never required to report internally before filing a complaint externally, and you do not need to wait for emBODY's internal process to conclude before doing so. You have the right to file a complaint of discrimination or harassment with the Massachusetts Commission Against Discrimination (MCAD) or the U.S. Equal Employment Opportunity Commission (EEOC).

Massachusetts Commission Against Discrimination: One Ashburton Place, Room 601, Boston, MA 02108. Phone: 617-994-6000. [mass.gov/mcad](http://mass.gov/mcad)

U.S. Equal Employment Opportunity Commission: [eeoc.gov](http://eeoc.gov), or 1-800-669-4000.

*Complaints generally must be filed within 300 days of the conduct at issue; deadlines and coverage can depend on the specific facts and your role, so consult the MCAD, EEOC, or an attorney directly to confirm what applies to your situation. Pursuing emBODY's internal process does not extend or pause these external deadlines.*

## **9. DISTRIBUTION & REVIEW**

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This policy is provided to staff, artists, contractors, and volunteers as part of onboarding and engagement agreements, and is available at any time on request. We will review this policy periodically, and expect to revise it as our practices, our size, and the law evolve.

**Corinne M. Mason, Artistic Director**

embodyprojecttheatre@gmail.com

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Authorized Signature

Date: June 2026