

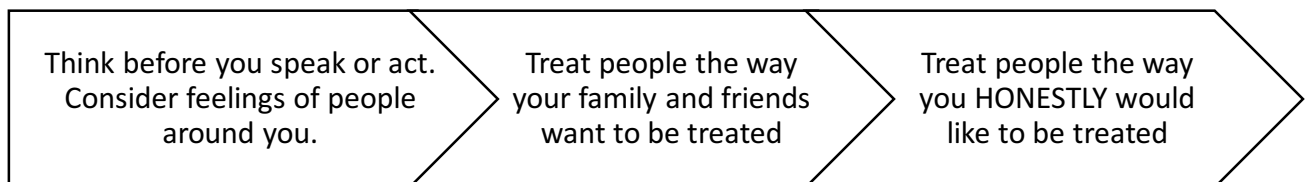
**PACIFIC CREST YOUTH ARTS ORGANIZATION
DRUM AND BUGLE CORPS MEMBER GUIDE
PREVENTION OF BULLYING & HARASSMENT**

Pacific Crest strictly prohibits bullying and harassment between and among members and staff.

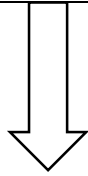
WHAT IS IT?

<p>Bullying Hurtful behavior that intends to cause harm or distress over time and occurs in a relationship where there is an imbalance of power. Bullying includes hitting or teasing, spreading rumors, exclusion, and cyber bullying.</p>	<p>Intimidation The process of frightening others. Intimidation includes using verbal threats, put-downs, or physical force.</p>	<p>Vulgar Writings Letters, notes, posters, symbols, or other writings that denigrate or show hostility or aversion toward an individual or group because of race, color, gender, national origin, religion, age, sexual orientation, or disability.</p>
<p>Inappropriate Actions Physical conduct that degrades or shows hostility or aversion toward an individual because of that individual's race, color, gender, national origin, religion, age, sexual orientation, or disability (or that of an individual's relatives, friends, or associates).</p> <p>Verbal or written comments, threats, gestures, touching, or physical conduct of a sexual nature that are deliberate and that a reasonable person would judge as unwelcome. Inappropriate actions include touching, grabbing, pulling clothes down, impeding, blocking or cornering someone in a sexual way.</p> <p>Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters. Sexual harassment also includes: Continuing to express sexual interest after being informed that the interest is un-welcomed; making reprisals, or threats of reprisal, following a negative response to sexual advances, or following a sexual harassment complaint.</p> <p>Unwelcome threats, derogatory comments, jokes, innuendoes, insults, slurs, epithets, negative stereotyping, and other similar conduct that relate to race, color, gender, national origin, religion, age, sexual orientation, or disability;</p>		

HOW YOU CAN PREVENT BULLYING AND HARASSMENT:



IF IT HAPPENS TO YOU



Tell the harasser that the behavior is unwelcome and you want it to stop.

NOTE: This usually resolves the issue. If not, move to the next level.

Notify a trusted instructor, administrator, or support staff. Bring a friend if you wish. The Executive Director shall be notified. *

The Executive Director may initiate an investigation with help from law enforcement, as warranted. *

*** REPORTS AND INVESTIGATIONS ARE PRIVATE**

All complaints and allegations of harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. **Unless you talk about it yourself, no one from Pacific Crest's staff shall talk about it publicly.** Any witnesses will be directed to keep the information about the situation confidential.

RETALIATION IS STRICTLY PROHIBITED

Members are prohibited from engaging in any act or incident of retaliation. Any member who becomes aware of such conduct shall immediately report the misconduct to a trusted instructor, administrator, or support staff.

Prohibited behavior may include, but is not limited to:

- Creating a dangerous or hostile environment;
- Ostracizing members for participating in an investigation; and/or,
- Spreading rumors impugning the character or reputation of a complainant or an accused.

VIOLATION OF THIS POLICY

Upon verifying that bullying or harassment occurred, Pacific Crest shall ensure that appropriate action is promptly taken to end the harassment, and prevent any further instances of the harassment. Harassment in any form, including verbal, physical and visual conduct, threats, demands, and retaliation is prohibited. Violation of this policy by any person may result in discipline, which may include termination, depending upon the seriousness of the violation.