



ITHACA*community***ORCHESTRA**

Abuse Prevention Policy and Reporting Procedures – (REVISED 4/24/23)

The Ithaca Community Orchestra (ICO) prohibits and does not tolerate sexual abuse or misconduct during any organization-related activity. The ICO provides procedures for employees, members, guest musicians, board members, or any other victims of sexual abuse or misconduct to report such acts. Those found to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, member, guest musician, board member, or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

Definitions and Examples

The following definitions or examples of sexual abuse, misconduct, or harassment may apply to any and/or all of the following persons – employees, members, or other third parties.

Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse – any sexual activity, involvement, or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given
- Sexual activity with another who is legally incompetent or otherwise unable to give consent
- Physical assault or violence, such as rape, sexual battery, abuse, molestation, or any attempt to commit such acts
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, and/or pulling against another's body or clothes
- Material such as pornographic or sexually explicit images, posters, calendars, or objects
- Unwelcome and inappropriate sexual activities, advances, comments, innuendos, bullying, jokes, gestures, electronic communications or messages, exploitation, exposure, leering, stalking, or invasion of sexual privacy
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's performance or creates an intimidating, hostile, or offensive environment
- Direct or implied threats that submission to sexual advances will be a condition of affiliation with the organization

Reporting Procedure

Immediately report suspected sexual abuse or misconduct to any member of the Board of Directors. It is not required to directly confront the person who is the source of the report, question, or complaint before notifying a member of the Board of Directors. The ICO will take every reasonable action to ensure that those named in the complaint of misconduct, or those closely associated with those involved in the complaint, will not be part of the investigative team.

Anti-retaliation and False Allegations

The ICO prohibits retaliation made against any employee, member, guest musician, board member, or any other person who lodges a good faith complaint of sexual abuse or misconduct, or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. The ICO prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.

Investigation and Follow-up

The ICO will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place. The organization may utilize an outside third party to conduct an investigation of misconduct. The ICO will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. The ICO will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Reporting to Law Enforcement or Appropriate Child or Adult Protective Services

The ICO is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of the ICO not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

Supervision of Youth

To provide a safe environment for minors, the ICO strives that a minimum of two adults be in attendance with minors during organization-related activities. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others.

Employee Screening and Training

As part of its sexual abuse and misconduct prevention program, the ICO is committed to maintaining a diligent screening program for prospective and existing employees, and a training program for employees and volunteers. Employment with the ICO will be contingent upon a background check. All employees and board members will be required to complete Sexual Abuse Awareness Training. The president of the Board of Directors will be responsible for ensuring compliance with the screening and training program.