



# Harassment

*In addition to being a business, Burgundar is a community.*

## 1. Purpose

Burgundar L3C (hereinafter referred to as Company) is committed to providing an environment for our members, directors, officers, employees, volunteers and persons served by the Company ("Covered Persons") that is comfortable, safe and free from harassment of any kind. Any type of harassment is a violation of this policy and may be illegal.

## 2. Definition

Harassment can take many forms. It may be, but is not limited to, the following: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment does not have to be sexual in nature. Sexual harassment may include unwelcome sexual advances; requests for sexual favors; or other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of his or her position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcome by the receiver.

## 3. Responsibility

A covered person is responsible for helping keep our community free of harassment. If you become aware of an incident of harassment, whether by witnessing the incident or being told of it, you must report it to Dylan Sirois, or a Burgundar Board Member with whom you feel comfortable. When the Company becomes aware of harassment, it is obligated to take prompt and appropriate action, regardless of whether the victim wants the company to do so.

## 4. Complaint Procedure

I. Any Covered Person, who believes that he or she has suffered harassment in violation of the Harassment Policy BY A MEMBER OF THE BOARD OF DIRECTORS, should take the following action:

a. If you are able to do so without conflict or danger, tell the harasser as clearly as possible that the behavior is unwelcome;

## **BURGUNDAR L3C**

45 Upton Rd, Harrison ME 04040

<https://burgundar.wixsite.com/burgundar>

(207) 530-0339



b. If you feel that the person to whom you report is not taking the complaint seriously, Covered Person may report such to Dylan Sirois. Upon receiving such Complaint, Dylan Sirois will investigate the complaint and recommend to the Burgundar Board of Directors appropriate steps, including corrective disciplinary action, that should be taken to secure and maintain an environment free of any form of harassment. Such person will report to the Company's Board of Directors and the person filing the complaint, the action that has been taken, and if no action has been taken, the reason for no action.

II. Any Covered Person, who believes that he or she has suffered harassment in violation of the Harassment Policy BY THE RENTER OF THE BURGUNDAR LARP SITE, should take the following action:

a. If you are able to do so without conflict or danger, tell the harasser as clearly as possible that the behavior is unwelcome;

b. If you feel that the person to whom you report is not taking the complaint seriously, Covered Person may report such to Dylan Sirois. Upon receiving such Complaint, Dylan Sirois will investigate the complaint and recommend to the Burgundar Board of Directors appropriate steps, including corrective disciplinary action, that should be taken to secure and maintain an environment free of any form of harassment. Such person will report to the Company's Board of Directors and the person filing the complaint, the action that has been taken, and if no action has been taken, the reason for no action.

III. Any Covered Person, who believes that he or she has suffered harassment in violation of the Harassment Policy BY ANY OTHER PERSON, should take the following action:

a. If you are able to do so without conflict or danger, tell the harasser as clearly as possible that the behavior is unwelcome;

b. If you feel that the person to whom you report is not taking the complaint seriously, Covered Person may report such to Dylan Sirois, IF the harassment took place at a Burgundar L3C Sponsored event such as a work day, fundraiser, etc. Upon receiving such Complaint, Dylan Sirois will investigate the complaint and recommend to the Burgundar Board of Directors appropriate steps, including corrective disciplinary action, that should be taken to secure and maintain an environment free of any form of harassment. Such a person will report to the Company's Board of Directors and the person filing the complaint, the action that has been taken, and if no action has been taken, the reason for no action. IF the harassment took place at an event that was not directly sponsored by Burgundar L3C, such as a game operating on the

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LARP Site, the complaint should be expressed to the person/s running, or who ran, the event, to be dealt with in accordance with the event runners policies, bylaws or best judgement.

IV. The site renter must notify the Secretary of the Burgundar Board of Directors of any harassment complaints (without names or details given) and ensure that the complaints are addressed appropriately. Site Renters may consult the Burgundar Board of Directors for advice and assistance in cases of harassment.

### **5. Confidentiality**

The Company, including all persons to whom a violation of this Harassment Policy has been reported and persons who have become aware of a complaint, must maintain confidentiality, to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

### **6. Retaliation**

The Company, or any director, officer, or employee may not retaliate against any victim, or witness, who reports a violation of this Harassment Policy. Any person who believes that he or she has been retaliated against should consult the secretary for the Burgundar Board of Directors or another Director.

### **7. Declaration**

I, \_\_\_\_\_ have read, understand, and acknowledge receipt of the Harassment policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary action, including removal from the Board of Directors, refusal of future site rentals, and potential legal action.

# BURGUNDAR L3C

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THE LARP LOCATION FOR SOUTHERN MAINE



Adopted and Signed by the Burgundar Board of Directors 4/16/20

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Dylan Sirois

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