

Heritage Dance Foundation Inc.

Policy Statement: HDF-1

January 28, 2012

Equal Opportunity Employment

Heritage Dance Foundation (HDF) is a non-profit, performing arts organization. It is committed to equal employment opportunity, and equal opportunity for performing artist participation. HDF will comply with all Federal and North Carolina law regarding the right and opportunity of all persons to seek, obtain and hold employment without discrimination or abridgement on account of race, religion, color, national origin, age, sex, handicap or any other federal or state legally recognized basis.

At-Will Employment

Heritage Dance Foundation (HDF) is an At-Will Employer. This means that you the employee or HDF the employer may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of HDF is authorized to enter into an agreement – express or implied – with any employee for employment for a specified period of time unless such agreement is in a written contract signed by the Chairman of HDF.

Anti- Harrassment

Heritage Dance Foundation (HDF) is committed to providing a work and performing arts environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, supervisors and other management personnel are expected and required to abide by this policy. No person will be adversely affected in employment with HDF, or participation in a performing art as a result of bringing complaints of unlawful harassment.

While it is not always easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes, teasing, or other unwelcome derogatory communications. Also, sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of HDF's computer system for the purpose of

viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

If an HDF employee, or a non-employee HDF performing arts participant, feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background, or any other legally protected characteristic they should immediately report the matter to Dr. Charles S. Zwerling, Chairman, Heritage Dance Foundation by email at zwerling@ballroom.org or by mail at Goldsboro Eye Clinic, 2709 Medical office Place, Goldsboro, NC 27534. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances. HDF recognizes that every investigation requires a determination on all the facts in the matter. It is HDF's policy to encourage discussion of the matter, and to protect individuals from unwelcome behavior. Further, HDF states that no reprisals will be taken as a result of a sexual harassment complaint. HDF also recognizes the serious impact a false accusation can have.

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any person to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

Any HDF employee engaging in improper harassing behavior will be subject to disciplinary action, including the possible termination of employment. Any HDF non-employee performing arts participant engaging in improper harassing behavior will be subject to termination of participation in HDF activities and from HDF venues.

Signed /s/:

Dr. Charles S. Zwerling, MD
Chairman of the Board
Heritage Dance Foundation
www.ballroom.org