

PATMAD
(Philadelphia Area Traditional Music and Dance)
POLICY AND PROCEDURES FOR DEALING WITH
COMPLAINTS OF INAPPROPRIATE BEHAVIOR

*Board approved January 2016

Background and Scope

PATMAD (Philadelphia Area Traditional Music and Dance) is committed to the safety and comfort of the people who attend the events it sponsors. PATMAD needs the cooperation of all attendees to ensure all social interaction and physical contact is safe, appropriate, and welcome, on and off the dance floor.

Responsibility of Dancer with a Concern or Complaint

If anyone is doing something that hurts or makes you feel uncomfortable or embarrassed, don't hesitate to let him/her know. Quite often, the offender does not realize he/she is making someone uncomfortable. If the inappropriate behavior continues, or if you do not feel comfortable confronting the person, report the matter to any Board member or to the event manager. At any time, you may find contact information on our website www.ThursdayContra.com.

Responsibility of the PATMAD Board

If an attendee exhibits behavior that unreasonably interferes with an individual's ability to attend or enjoy the event by creating an intimidating, threatening, unsafe, hostile, or abusive environment, that is harassment. PATMAD is charged with dealing with such behavior in an appropriate, effective manner. Any behavior deemed inappropriate by the PATMAD Board will be dealt with on an individual basis. Actions may include speaking to the dancer to encourage behavior change, asking a dancer to not return, or legal action if necessary. Consequences may include exclusion from all PATMAD events.

When concerns about inappropriate behavior come to the attention of the Board, either through a complaint from a dancer or through observations by others attending a PATMAD event, the Board, at its discretion, will follow the procedures below:

1. At least 2 representatives of the PATMAD Board will speak to the accused individual to get his/her side of the story. Others who have knowledge of the incident may be included.
 - A. The PATMAD Board representatives will explain PATMAD's "Policy and Procedures on Dealing with Complaints of Inappropriate Behavior" and give the individual a copy of the policy, along with a copy of any other pertinent documents.
 - B. The PATMAD Board representatives should also collect contact information from both the accused individual and the person making the complaint (or those who observed the incident.)
2. Participating PATMAD Board representatives will make a detailed written record of the conversations with the complainant and with the accused individual. This record and any other written statements will be submitted to the members of the Board. Records may be submitted as email to the Board. These records will be archived and kept in confidence.

- A. If it is reasonably clear to the PATMAD Board that there has not been an instance of inappropriate behavior, then the matter is ended. In such cases, the complainants will be notified of the decision and told the reason(s) for the decision.
 - B. If it is reasonably clear to the PATMAD Board that there has been an instance of inappropriate behavior, then the accused individual will receive a verbal and/or written warning. The accused will be told that future instances of inappropriate behavior may result in behavior specific sanctions or being excluded from PATMAD events, either for a specific period of time or permanently. The Board will determine when sanctions beyond a warning become necessary.
3. If it is necessary for the Board to conduct an investigation of an incident, the accused individual may be required to refrain from attending PATMAD events for a reasonable amount of time while the investigation is conducted. This decision will be issued in writing and delivered by certified mail, or by two or more members of the Board, in person.
 4. If further instances of inappropriate behavior by the same individual occur within a reasonable period of time, the procedures described above should again be followed.
 5. If an individual is excluded from PATMAD events, either for a specific period of time or permanently, the individual has the right to appeal the decision to the Board. Appeals will be acknowledged within two weeks of receipt with a timeline for official response.
 6. If an individual is excluded from PATMAD events for a specific period of time, the PATMAD Board may make his/her return contingent upon demonstrating a sincere understanding of the problematic behavior and a commitment to positive change. The Board may require measures to help the individual better understand or control his/her behavior, and will require the individual to sign a statement saying that he/she understands PATMAD's "Policy and Procedures on Dealing with Complaints of Inappropriate Behavior". This statement will indicate that the individual may be permanently excluded from PATMAD events if he/she engages in further inappropriate behavior.

All written records will be archived. Any review of archived confidential records must be approved by the Board. The Board will take reasonable care to ensure the confidentiality of all of the conversations and records.

Policy violations include but are not limited to:

- Offensive verbal comments related to age, gender, sexual orientation, disability, physical appearance, body size, race, or religion
- Deliberate intimidation
- Repeated attempts to ask a partner who has declined the invitation
- Persistent crossing of stated boundaries
- Unwanted physical contact
- Unwanted sexual attention
- Exploitative or coercive behavior

NOTE: This policy is not intended to cover extreme cases (e.g.: threats, stalking, acts of violence, sexual/offensive touching or incidents involving a minor). In such cases, an offender may be told to leave immediately and never return to a PATMAD event. The authorities may also need to be notified.

Thanks to Princeton Country Dancers, Oberlin contra, Blues Association of Austin, and Old Farmers Ball for sharing their original documents