

# PROHIBITION OF HARASSMENT AND BULLYING [ILLINOIS SUPPLEMENT]



This document supplements the Company's Prohibition of Harassment and Bullying policy as it applies to cast and crew in the state of Illinois.

## SEXUAL HARASSMENT UNDER ILLINOIS LAW

The Company is committed to maintaining a workplace free from sexual harassment. The Illinois Human Rights Act defines sexual harassment as:

Any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

One example of sexual harassment is where a qualified person is denied employment opportunities and/or benefits or is terminated after rejecting a manager's sexual advances. Another example is when an employee is subjected to unwelcome sexual conduct by coworkers because of their gender, which makes it difficult for the employee to perform their job.

## RESOLUTION OUTSIDE THE COMPANY

With the Prohibition of Harassment and Bullying policy, the Company has created a process to promptly, thoroughly and effectively respond to every reported concern and incident so that problems can be identified and

remedied internally. However, cast and crew also have the right to contact the Illinois Department of Human Rights (IDHR) or the U.S. Equal Employment Opportunity Commission (EEOC) about filing a formal complaint.

An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC also must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission (IHRC) after the IDHR has completed its investigation.

Where an employer has an effective sexual harassment policy in place and the complaining individual fails to take advantage of that policy and allow the employer an opportunity to address the problem, the individual may, in certain cases, lose their right to further pursue their claim against the employer.

## ADMINISTRATIVE CONTACTS

Illinois Department of Human Rights (IDHR)

- **Chicago:** 1-312-814-6200 or 1-800-662-3942; TTY 1-866-740-3953
- **Springfield:** 1-217-785-5100; TTY 1-866-740-3953
- **Marion:** 1-618-993-7463; TTY 1-866-740-3953

Illinois Human Rights Commission (IHRC)

- **Chicago:** 1-312-814-6269; TDD 1-866-832-2298
- **Springfield:** 1-217-785-4350; TDD 1-866-832-2298

United States Equal Employment Opportunity Commission (EEOC)

- **Chicago:** 1-312-872-9777; TTY 1-800-669-6820

# PROHIBITION OF HARASSMENT AND BULLYING [ILLINOIS SUPPLEMENT] (CONT.)



## ADDITIONAL REQUIREMENTS UNDER CHICAGO LAW

This section applies to cast and crew who work within the geographical boundaries of the city of Chicago.

Sexual harassment is illegal in Chicago. The city of Chicago has defined sexual harassment as: “any (i) unwelcome sexual advances or unwelcome conduct of a sexual nature; or (ii) requests for sexual favors or conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, or (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment; or (iii) sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual’s employment position.”

All employees in Chicago are required to participate in a minimum of one hour of sexual harassment prevention training annually (a minimum of two hours annually for anyone who supervises or manages employees). All employees in Chicago also must participate in one hour of bystander training annually.

In addition to other avenues mentioned in the Prohibition of Harassment and Bullying policy and this supplement, cast and crew in Chicago who claim to have been subjected to sexual harassment may file a discrimination complaint with the Chicago Commission on Human Relations (740 N. Sedgwick, Suite 400, Chicago, IL 60654; Phone 1-312-744-4111; Fax 1-312-744-1081; TTY 1-312-744-1088; [www.chicago.gov/city/en/depts/cchr.html](http://www.chicago.gov/city/en/depts/cchr.html)).

Retaliation for reporting sexual harassment is illegal in Chicago.