

Teen Bookfest by the Bay Anti-Harassment Policy

Policy Brief and Purpose

Our anti-harassment policy expresses our commitment to maintain an environment that's free of harassment, so our authors, attendees, and volunteers can feel safe and happy. We will not tolerate anyone intimidating, humiliating, or sabotaging others at our events. We also prohibit willful discrimination based on age, sexual orientation, ethnicity, race, religion, or disability.

Scope

This harassment policy applies to all authors, attendees, volunteers, vendors and anyone else who is present at our meetings and/or events.

Definition of Harassment

Harassment includes bullying, intimidation, direct insults, malicious gossip, and victimization. Some instances that are considered harassment include, but are not limited to:

- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- Starting or spreading rumors about a person's personal life.
- Ridiculing someone in front of others.

Reporting Harassment

If you're being harassed, whether by a colleague, vendor, attendee or volunteer, you can choose to talk to any of these people:

- Offenders – If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly in an effort to resolve the issue. This tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues.)
- A Planning Team Member – If vendors or volunteers are involved in your claim, you may reach out to a planning team member. This team member will assess your situation and may contact the planning team president if appropriate.
- The Planning Team President – Feel free to reach out to the Planning Team President in any case of harassment no matter how minor it may seem. For your safety, contact him/her as soon as possible in cases of serious harassment (e.g. sexual advances) or if a planning team member is involved in your claim. Anything you disclose will remain confidential.

Disciplinary Consequences

Punishment for harassment depends on the severity of the offence and may include reprimands, expulsion from events, or, in the case of paid appearance, revoking of payment.

This document will become a permanent addendum to the Bylaws of the Teen Bookfest by the Bay planning team upon affirmation by vote.

Approved and added to bylaws on 4/16/2018

Signed: Debbie VanZandt
Debbie VanZandt, President

Lisa Jurecek
Lisa Jurecek, Secretary