

Non-Discrimination and Anti-Harassment Policy and Complaint Procedures

MCS is committed to equal treatment and opportunity for its students, and to maintaining an environment that is free of bias, prejudice, discrimination, and harassment. In our work we inherently dive into personal, sensitive, and intimate topics and materials; and the trust, comfort, and safety built within our shared and safe space is of utmost importance to the studio.

Discrimination and Harassment can take many forms. If you have become aware of an incident of harassment whether personally experienced, witnessed, or communicated and wish to report it, please submit a written report to an MCS faculty member you feel comfortable with. The written complaint should identify the parties involved; describe the alleged discrimination or harassment behavior; and state when and where it occurred. Complaints should be reported promptly so recollections are freshest and evidence is retained, and so that remedial action can be taken in a timely manner where appropriate.

Upon receipt of a report and or written complaint, MCS will take available, reasonable, and appropriate measures to prevent retaliation, and avoid an ongoing hostile and or unsafe environment. All complaints shall be considered confidential to the maximum extent.

MCS will conduct a prompt, thorough, and impartial review of the complaint in the manner they deem appropriate to both themselves and the affected. The investigation also may include interviews with the affected parties, as well as with any other person who may have information bearing on the allegations of prohibited conduct, each of whom is encouraged to cooperate with any investigation. At the conclusion of the internal review and/or investigation, after consulting with such other individuals deemed appropriate under the circumstances, MCS will render the final determination regarding any remedial or disciplinary action to be taken. Disciplinary steps may include but are not limited to a mandatory meeting with MCS staff members, temporary suspension from MCS class and facilities, and/or removal from MCS class.

I _____ have read, understand, and acknowledge receipt of the Non-Discrimination and Anti-Harassment policy.

Signature: _____ Date: _____