

## Twin City Players Harassment Policy

At Twin City Players, our goal is to maintain the highest levels of personal and ethical standards. It is the responsibility and expectation of every volunteer or supervisor at our theater to engage in respectful, responsible discourse, and that, in turn, all volunteers and supervisors should be expected to be treated with respect, courtesy and freedom from harassment. Failure to act responsibly and/or ethically can be cause for discipline, up to and including termination. Twin City Players also will comply with all laws and regulations that relate to our theater.

Harassment is defined as unwanted interaction with another or group of individuals. Harassment can be verbal, physical, or sexual in nature, and can potentially be used to intimidate or otherwise create an unhealthy atmosphere between individuals. Some examples of harassment that may be included are listed below. Let it be known that the following examples include, but are not limited to: race, gender, disabilities, religion, national and/or ethnic origin and background, sexual orientation, offensive words, and comments that lend themselves to unwanted remarks, sexual and/or racial comments.

- a. Questions or comments that are intrusive or pry into personal matters that may be deemed unacceptable
- b. Ethnic jokes, comments, insinuations of stereotypes about an individual or group of individuals
- c. Unwanted advances such as sexual and/or physical contact that are inappropriate, including unsolicited touching, advances, insinuations, and/or coercive language. This can also include actions that may be considered violent in nature, such as hitting, pushing, throwing objects, or otherwise threatening behavior towards an individual(s) (suffering injury or potential injury.)
- d. Inappropriate and/or derogatory comments, jokes or slurs directed to an individual(s) regarding body, clothing, ethnicity, religion, culture, sexual preference, etc.

It is impossible to list all possible situations and scenarios, so the Board will adopt a common sense attitude towards behavior that is questionable and will treat each incident on a case by case basis.

We, your Board of Directors, encourage all individuals to speak to someone, whether a supervisor (director, assistant director, stage manager, etc), advocate or board member to discuss any situation that can be viewed as harassment or violence occurring on Twin City Players property or Twin City Players sponsored activities off campus, such as performances taking place at any other specified location (i.e. The Box Factory or summer theater festival sites). Individuals may not feel comfortable talking to supervisors and should not be forced to talk to someone he/she/they may not feel comfortable with, but a chain of command (as follows) must be followed if there is expectation that Twin City Players should handle the situation.

Possible chain of command or levels, based on the severity of the incident, are as follows:

Level one: One on one contact with the person who may be in violation, knowingly or unknowingly, of any unwanted behavior that needs to be addressed. If resolution between parties is determined to be satisfactory, then no further action needs to take place.

Level two: If the violation continues or one feels uncomfortable taking a one on one approach, the next recourse is discussing the matter with the director of the show, the assistant director of the show, or advocate to find a resolution. The advocate acts as a go-between with whom the complainant feels comfortable talking and having speak on their behalf. The advocate ideally will be connected with the theater but this is not required. Level two will not, necessarily, be considered a more serious infraction if the complainant feels uncomfortable taking the initial one-on-one approach.

Level three: If the situation cannot be resolved in level one or two, then the director or advocate should speak to a board member(s) for guidance in dealing with the situation. It should be understood by the individual(s) bringing forth the issue that the matter may require informing other board members, but board members also should understand that all information will be kept in the strictest confidence. All board members who may be contacted either initially or laterally must work in good faith to resolve the issue. At this level, the complainant may obtain a form to submit a written complaint. The form will be maintained, confidentially, by the current president of the board.

Level four: If an issued has been pursued and all levels (one, two, three) have been followed, the last step is board discussion and resolution including possible termination.

Actions that may be taken to address any complaint include, but are not limited to: verbal warning, written reprimand and termination of all contact from the offending party with any activity on Twin City Player's campus, or any Twin City Players sponsored event. Should a written reprimand or termination be required, a digital record of this will be kept by the current president of the board.