

INTERIM POLICY



DISCRIMINATION, HARASSMENT, AND SIMILAR MISCONDUCT

Principles

Second Thought Theatre (STT) is committed to maintaining a safe and supportive environment where artists may take risks and where creativity and trust can flourish.

Therefore, STT expects all Staff, contractors, board members, and advisors to recognize that each individual is entitled to respectful, considerate, and non-sexualized working relationships. Every Staff member, contractor, board member, and advisor is responsible for their own conduct and position of power, and should any individual abuse the position entrusted to them by STT or otherwise fail to foster the expected work environment, STT reserves the right to take all actions necessary to ensure compliance with this policy.

This policy shall apply to every level of the organization: all members of the Board, advisors, staff, contractors, employees, and interns while engaged in activities related to STT, on the Bryant Hall campus or at another STT-related venue, during meetings, rehearsals, production, and performances, or wherever else they may be representing STT and during recruitment, hiring, placement, promotion, discipline, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.

All have a responsibility to protect and defend each other, to call misconduct out, and to report it. STT's first priority is to ensure our Staff, contractors, and guests feel secure and protected while working at or attending STT. This policy is intended to help create an environment where discrimination, harassment, and similar misconduct is not simply responded to effectively but is deterred from ever happening.

Furthermore, STT is committed to helping create a better, safer, and fairer local theatre community. To successfully deter discrimination, harassment, and similar misconduct in the industry, it must not be hidden when it happens. So, while STT believes privacy and confidentiality in reporting are important to fostering positive and safe work environments, it takes candor and honesty as a community to hold each other accountable. Accountability cannot happen in silence, and, when STT takes action in response to violations of this policy, it will not conceal its reasons.

STT Management (the Artistic Director, Director of Operations, Director of Communications, and President of the Board) shall make every reasonable effort to faithfully execute this policy in accordance with these principles, the core values of STT, its mission statement, and any and all relevant laws or regulations.

Prohibited Conduct

The following conduct is prohibited:

Discrimination: Any unreasonable form of unequal treatment, whether imposing extra burdens or denying benefits, based on the following: age, sex, sexual orientation, gender identity, race, ancestry or place of origin, ethnicity, religion, family status, marital status, or disability.

Harassment: Any comments or actions that are known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning, or unwelcomed, based on any of the enumerated grounds of discrimination as identified by this policy, which are sufficiently serious to unreasonably interfere with or limit an individual's opportunity to participate in or benefit from their employment or affiliation with STT.

Sexual Harassment: Any unwanted conduct of a sexual nature, or other conduct based on sex, that makes another individual or individuals uncomfortable or feel threatened such that it creates an intimidating, hostile, humiliating, or sexualized work environment for the recipient(s). Sexual harassment may be blatant and overt or may be subtle and indirect, with unstated elements of sex or coercion. Sexual harassment need not include an intent to harm, a specified target, or repeated incidents. Sexual harassment may include:

- Derogatory comments, epithets, slurs, or humor;
- Offensive, insinuating, or sexually explicit statements, questions, jokes, or anecdotes;
- Verbal abuse of a sexual nature, such as using sexually degrading words to describe an individual;
- Sexual gestures;
- Displaying or showing suggestive, erotic, or degrading objects, pictures, cartoons, audio, or video, including but not limited to pornography;
- Letters, notes, or electronic communications--including social media--containing the same as described above;
- Leering or inappropriate staring;
- Unwelcomed touching;
- Stalking or following, including both physical or electronic conduct;
- Unwanted sexual advances;
- Demands for dates or sexual favors; and
- Reprisal for rejecting sexual advances or invitations.

Solicitation: Sexual solicitations, advances, or invitations by any individual who is in a position to grant or deny a benefit to the recipient of the solicitation, advance, or invitation. This includes STT staff, contractors, board members, and advisors. Individuals are encouraged to wait until the end of their mutual involvement with STT to initiate any consensual sexual or romantic relationships.

Other Prohibited Conduct: This policy recognizes theatre often requires intimacy, exposure, and trust, but it also prohibits the abuse of that environment, including the following:

- The use of personal information provided during casting, rehearsal, meetings, or production to make contact unrelated to STT;

- Using one’s own nudity, undressing, or costuming in such a way as to make another individual feel vulnerable or uncomfortable;
- Expressing expectations of, suggesting, or demanding another individual’s undressing, costuming, or use of nudity in such a way as to make that individual feel vulnerable or uncomfortable; and
- Pushing individuals to share personal experiences or histories in such a way as to make them feel vulnerable or uncomfortable.

This list is not intended to be exhaustive, and STT recognizes that discrimination, harassment, and similar misconduct can take many forms.

Responsibilities

As a condition of their employment and/or involvement with STT, all staff, contractors, board members, and advisors shall uphold and abide by this policy, refraining from any prohibited conduct as described above, and shall cooperate fully with any investigation of reported prohibited conduct.

All staff, contractors, board members, and advisors shall report to appropriate members of STT Management any and all prohibited conduct they observe.

STT management, board members, and advisors, as well as show producers and directors, shall act immediately to stop and/or address any instances of prohibited conduct, and STT shall promptly respond to any report of prohibited conduct, considering such report seriously and sensitively, and taking such actions as are deemed necessary or prudent.

All staff, contractors, board members, and advisors shall endeavor to create and maintain an organization and work environment free of any prohibited conduct.

Procedures

1. Reports of discrimination, harassment, or other prohibited conduct may be made to any member of STT Management in writing or verbally.
 - Contact information for members of STT Management will be provided to all cast, crew, designers, and other contractors at the beginning of their employment or association with STT.
 - If a report is made verbally, the receiving member of STT Management shall memorialize the report in writing.
 - Reports should only be made to whichever member of STT Management an individual feels comfortable speaking with.

2. The receiving member of STT and two other members of STT (a “Report Committee”) shall determine what action is necessary or prudent prior to responding to the report.
 - At least one member of each Report Committee shall be a woman. If no female members of STT Management are available, the receiving member shall invite a female board member or advisor to participate instead.
 - Unless instructed otherwise by the individual making the report, the Report Committee shall reasonably endeavor to protect the anonymity of that individual and the confidentiality of their report

3. Should a Report Committee determine an investigation is necessary before responding to a report, the Report Committee shall first meet with the reporting individual in a safe, confidential environment to discuss the alleged prohibited conduct. An appropriate amount of time shall be given to conduct such meeting thoroughly.
 - This meeting shall be held with a reasonable degree of sensitivity and candor.
 - Reporting individuals may elect to bring a colleague, friend, or family member to this meeting.
4. The Report Committee shall then meet with the individual against whom the report was made in a safe, confidential environment to discuss the alleged prohibited conduct. An appropriate amount of time shall be given to conduct such meeting thoroughly.
5. The Report Committee shall discuss the outcomes of these meetings, and a majority shall determine what necessary or prudent actions shall be taken in response to the report.
 - When a report has been made against a member of STT Management, a board member, or advisor, the Report Committee shall recommend to the Executive Committee of the Board what necessary or prudent action be taken.
 - Should the Report Committee feel it necessary, they may invite additional members of Staff or the Board to provide additional input prior to determining a response to the report.
6. Once actions in response have been determined, the Report Committee or another designated member of STT Management shall inform all parties, and STT shall promptly implement such actions in response.

A Report Committee shall maintain the anonymity and confidentiality of those making reports to the best of its ability. They shall only share pertinent information with other STT staff, contractors, board members, and advisors as necessary, and no individual affiliated with STT shall share personal information regarding a report with any third parties, except as required to report actions in response to relevant legal authorities, other employers or organizations, or the press. However, due to STT's organization size and production sizes, STT cannot guarantee the identity of reporting individuals will not be determined through other available information, and, in limited circumstances, STT may not be able to enforce this policy to its fullest extent while maintaining the anonymity of a reporting individual.

It is within STT's right to revoke employment, privileges, or permission to participate in any or all STT related activities with or without cause.

The determination of actions in response to a report shall not be influenced by the failure of the reporting individual to involve law enforcement, or the failure of law enforcement authorities to investigate, charge, or convict an individual with a crime. Any reinstatement of any employment, privileges, or permission to participate in any STT-related activity shall be at the sole discretion of STT.

If a person makes a knowingly false or frivolous report, lies during an investigation, fabricates facts, or otherwise fails to tell the truth, STT may take appropriate disciplinary and/or other corrective actions.

STT is not a criminal justice or law enforcement agency but takes allegations of prohibited conduct very seriously. STT shall investigate reports of prohibited conduct at its discretion. The timing, scope, and extent of any investigation shall be determined at the sole discretion of STT on a case-by-case basis and may be informed by various criteria, including but not limited to the severity of the reported prohibited conduct, the urgency of the report, and the resources available.

Should either party to a report of prohibited conduct decide to include their attorney in an STT investigation, STT reserves the right to suspend such investigation and act according to advice of its own counsel.

If any STT staff, contractor, board member, or advisor is reported to have engaged in criminal activity that, in the judgment of STT Management surpasses the prohibited conduct herein, and, in the judgment of STT Management, places in doubt the safety of STT's staff, contractors, board members, advisors, vendors, or patrons, then the reported individual shall be immediately and without investigation removed from all STT-related activities until such time as STT Management is satisfied that the report was unfounded. Such a determination will be at the sole discretion of STT. Should the reported individual appear at any STT-related activities or venues following this removal, they will be considered a trespasser on private property and STT will utilize law enforcement authorities to remove the person from the relevant property.

No Retaliation

No individual who reports or otherwise complains of prohibited conduct under this policy or who assists STT in any investigation into such reports shall be subjected to retaliation by the STT or any of its staff, contractors, board members, or advisors.

Any individual who feels they have been the victim of or threatened with retaliation should immediately inform an appropriate member of STT Management.

Any staff, contractor, board member, or advisor who retaliates or attempts to retaliate against a person who reports or otherwise complains of prohibited conduct shall be deemed to have violated this policy.