

# **GASLIGHT THEATRE CODE OF CONDUCT**

## **OVERVIEW**

**Gaslight Theatre is committed to providing an environment that is free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully, and have equal opportunities.**

Include in this code are an Anti-Harassment and Non-Discrimination Policy as well as Reporting Procedures, detailed below. Harassment and discrimination will not be tolerated, condoned, or ignored at Gaslight Theatre. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including permanent expulsion from the premises

**Gaslight Theatre is committed to a comprehensive strategy to address harassment and discrimination, including:**

- providing an effective and fair complaints procedure
- promoting appropriate standards of conduct at all times
- ongoing assessment of risks surrounding each of our work environments, including administrative, rehearsal, production, and/or performance spaces

**This code does not supersede an individual's right to pursue a police report and/or investigation, or seek legal counsel.**

If you have any questions about these policies and procedures, suggestions for improvement, or other concerns please email any member of the Gaslight Theatre Board of Directors or make use of our Reporting Form (which may be anonymous) any time.

## **ANTI-HARRASSMENT, BULLYING, AND ON-DISCRIMINATION POLICY**

The objectives of this policy are to make sure that artists, employees, board members, sponsors, participants, students, volunteers, and audience members of Gaslight Theatre are aware that harassment and discrimination are unacceptable practices and are incompatible with the standards of this organization, as well as being a violation of the law.

### **WHO DOES THIS POLICY APPLY TO?**

**Everyone.**

All persons working or associating with Gaslight Theatre are expected to uphold and abide by this policy, by refraining from any form of harassment, bullying, or discrimination, and by cooperating fully in any investigation of a harassment or discrimination complaint.

Board members, directors, and instructors have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Board members and those within supervisory and leadership positions are responsible for creating and maintaining a harassment

and discrimination free organization and should address potential problems before they become serious.

## **WHAT DOES THIS POLICY INCLUDE?**

The right to freedom from discrimination and harassments extends to everyone working with Gaslight Theatre in any capacity, including all employees, as well as directors, cast, volunteers, students, and audience members. It is also unacceptable for persons acting on behalf of Gaslight Theatre to engage in harassment or discrimination with others outside of Gaslight Theatre, including sponsors, audience members, or other with whom Gaslight Theatre has professional dealings, such as students, instructors, performers, rental companies, or service providers. This Policy applies at every level of the organization and to every aspect of the workplace environment, including all operations and events that occur outside of the physical theatre itself, such as competitions, outside venues, meetings, travel, awards ceremonies, and other theatre parties or events.

**This policy prohibits discrimination, bullying, or harassment based on the following grounds, and any combination of these grounds:**

- Age
- Creed (religion)
- Pregnancy and breastfeeding
- Sexual orientation
- Sex
- Gender identity
- Gender expression
- Family Status
- Marital status
- Mental, physical, developmental, language or learning Ability
- Race
- Ancestry
- Place or origin
- Ethnic origin
- Citizenship
- Association or relationship with a person identified by one of the above grounds
- Any other similar grounds

## **WHAT IS DISCRIMINATION?**

Any form of unequal treatment based on the above grounds, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face. Or it may involve rules, practices, or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy.

## **WHAT IS HARASSMENT?**

A course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning, or unwelcome, including any such words or actions based on a ground of discrimination identified by this policy.

Examples of harassment include:

- Epithets, remarks, jokes or innuendos, including those related to any of the above grounds
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail, social media, or other electronic means
- Hostile or intimidating actions or remarks
- If a person does not explicitly object to harassing behavior, or appears to be going along with it, this does not mean that the behavior is okay. The behavior could still be considered harassment under this Code of Conduct
- Sexual and gender-based harassment can include:
  - Gender-related comments about a person's physical characteristics or mannerisms
  - Paternalism based on gender which undermines a person's self-respect or position or responsibility
- Physical contact without expressed consent and (in instances of creative application) applicable discussion or choreography
- Suggestive or offensive remarks or innuendoes about members of a specific gender
- Propositions of physical intimacy inside the work environment
- Gender-related verbal abuse, threats, or taunting
- Leering or inappropriate staring
- Bragging about sexual prowess or questions or discussions about sexual activities
- Offensive jokes or comments of sexual nature about an employee, cast member, audience member, volunteer, or Board member
- Rough and vulgar humor or language related to gender
- Display of sexually offensive pictures, graffiti or other materials including through electronic means
- Demands for dates or sexual favors

## **WHAT IS SEXUAL SOLICITATION?**

This policy prohibits sexual solicitations or advances by any person who is in a position to grant or deny a benefit to the recipient of the solicitation or advance. This includes board members and directors, as well as co-workers where one person is in a position to grant or deny a benefit to the other. Reprisals for rejecting such advances or solicitations are also not allowed.

## WHAT IS BULLYING?

Bullying is classified as behavior that psychologically or physically hurts, manipulates, or isolates a person within the professional or volunteer environment. It can involve a singular or repeated incident, or a pattern of behavior that is intended to intimidate, offend, degrade, abuse, or humiliate a particular person or group of people. While bullying is a form of aggression, the actions can be both obvious and subtle. It is also qualified as the assertion of power through aggression by those in a position of influence or authority. As part of the Gaslight Theatre Code of Conduct, bullying is a form of harassment that is under no circumstances to be tolerated, condoned, or ignored.

Examples of bullying include:

- Excluding or isolating someone socially
- Intimidating a person
- Undermining or deliberately impeding a person's work
- Physically abusing or threatening abuse
- Removing areas of responsibilities without cause
- Constantly changing work guidelines
- Establishing impossible deadlines that will set up the individual to fail
- Withholding necessary information or purposefully giving the wrong information
- Making jokes that are obviously offensive by spoken word, e-mail, or social media
- Intruding on a person's privacy by pestering, spying or stalking
- Assigning unreasonable duties or workload which are unfavorable to one person (in a way that creates unnecessary pressure)
- Underwork – creating a feeling of uselessness
- Yelling or using profanity
- Criticizing a person persistently or constantly
- Belittling a person's opinions
- Unwarranted (or underserved) punishment
- Tampering with a person's personal belonging
- If you are not sure an action or statement could be considered bullying, you can use the "reasonable person" test. *Could a reasonable person consider the action unacceptable?*

## PROCEDURE FOR REPORTING A COMPLAINT OR CONCERN

If you feel comfortable and it is safe to do so, you may attempt to correct the issue directly by informing a harasser or abuser that their behavior is unacceptable and that it must stop immediately.

Keep a record. Write down dates, times, and witnesses, what was said or done, when and by whom.

Documentation is extremely important, especially if the harasser does not stop or if the issue requires a formal complaint.

If you are not comfortable communicating directly with the harasser or abuser, or if you have and the behavior has continued or not been addressed, you are encouraged to submit a complaint, which may be anonymous. You may use the attached form, or submit your complaint in writing or via email to any member of the Board of Directors, who shall immediately convey the complaint to the Gaslight Theatre Executive Committee. In the event that a member of the Gaslight Theatre Executive Committee is a party or witness to an incident, or if the complainant so chooses, complaints may be submitted directly to the theatre's attorney, Ben Ezzell, 1010 W. Maple, Enid, OK 73703, 580.233.9390, BEzzell@enidoklaw.com.

**NOTE REGARDING CONFIDENTIALITY:** If requested by the complainant and lawfully possible, steps will be taken to keep the complainant's identity confidential. Please note, should you choose not to identify yourself during the reporting of the incident we will not be able to contact you, and may not be able to enforce the policy to the fullest extent.

### **WHAT HAPPENS AFTER A COMPLAINT/CONCERN HAS BEEN RECEIVED**

A detailed investigation will be conducted, which may include interviewing the complainant, the alleged offender(s) and any other person who may provide information. Information received will be held in the strictest confidence possible.

Alleged offenders will be informed that a complaint has been received, however the complainant will remain anonymous, unless otherwise discussed between the complainant and the panel.

### **INVESTIGATION OF COMPLAINTS AND CONCERNS**

Reports will be handles on a case by case basis, beginning with a conversation between the complainant and a two-person panel selected by the Board President (or other member of the Executive Committee if the President is involved in the incident).

Upon submitting a complaint or concerns, the complainant will be replied to in a timely manner of no longer than five (5) business days. The complainant will be given an opportunity to object to the membership of the panel for any reason.

It is our hope to make this process as comfortable and unbiased as possible as we navigate the delicate nature of our community/work environment and the uniqueness of each situation.

The investigation will be conducted within ten (10) business days from the initial response.

The investigation may include, but is not limited to, the following:

- Further conversations with the complainant to gather information
- Gathering external third party information/verification
- Contacting the accused to discuss the complaint

Once the investigation is completed, the panel will provide to the Board a written report of recommendations to address the complaint, which may include, but not be limited to, the following:

- Disciplinary action of the person responsible for the incident
- Requirement to provide a formal apology
- Facilitation of appropriate mediation or counseling for those involved
- Suspension, termination, or removal of the individual or employee from their role or position
- Discussion with the aggressor regarding expected and appropriate behavior and responsibilities
- Implementation of internal policies and/or measures to prevent the occurrence from happening again

**Physical or sexual abuse will automatically trigger disciplinary action.**

The complainant, the respondent and/or any affected parties will be informed of the outcome of the investigation and next steps. If applicable, there will be a follow-up put in place to monitor the working relationship of the parties involved.

Complaints that are found to be false will not be tolerated and will be considered a breach of this policy.

**Notwithstanding the above, in any extremely urgent and/or life-threatening situation in the workplace or theatre, particularly with regard to serious violence, the most important and immediate concern is the safety and well-being of the affected person. If there is imminent danger to a person's safety, police, fire department, or paramedics should be called.**

If you have any questions regarding the above policy you may contact the Executive Committee.

In keeping with Gaslight Theatre's Code of Conduct every effort is made to ensure that any complaint or concern is addressed appropriately and in a timely manner.

Filed reports are kept confidential and all reports made through this form are received in confidence by the Executive Committee.

**Should the concern or incident involve a member of the Executive Committee, you may any time contact the theatre's attorney Ben Ezzell, 1010 W. Maple, Enid, OK 73703, 580.233.9390, BEzzell@enidoklaw.com.**

All of the listed individuals are tasked with upholding the policies outlined in this Code of Conduct and will adhere to Code's outlined reporting and investigation systems.

**This form and referenced code do not supersede an individual's right to pursue a police report and or investigation, or legal counsel.**

**This version of the Code of Conduct was adopted by the Gaslight Theatre Board of Directors on October 8, 2018.**

**COMPLAINT REPORTING FORM**

Names or descriptions of the people involved:

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Date and Time (if ongoing please describe):

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Location of incident or cause for concern:

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Please describe what you experienced or witnessed (and if occurring during a specific event or production, please indicate which one):

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Is there any other information you would like to include?

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OPTIONAL: If you would like to be contacted, please provide your name, email address and phone number. Providing contact info is not required to report an incident. If you choose to provide your name, measures will be taken to maintain anonymity if and when possible.

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Please circle a number to describe the severity on the impacted person's physical wellbeing:

low 1 - - - - 2 - - - - 3 - - - - 4 - - - - 5 high

Please circle a number to describe the severity on the impacted person's mental wellbeing:

low 1 - - - - 2 - - - - 3 - - - - 4 - - - - 5 high

**This form is optional. Complaints may be submitted in writing or via email to any Board Member or to the Gaslight Theatre's attorney, Ben Ezzell.**