

Kirkwood Theatre Guild Anti-Harassment Policy

Purpose

The mission of our theatre is to provide a safe, welcoming, creative, and inclusive environment for all participants. Every individual deserves to be treated with dignity and respect.

Harassment, discrimination, bullying, intimidation, or retaliation of any kind will not be tolerated.

This policy applies to all individuals involved with the theatre, including:

- Board members
- Directors
- Actors
- Musicians
- Designers
- Stage managers
- Crew members
- Volunteers
- Contractors
- Staff
- Audience members attending theatre-sponsored events

Statement of Expectations

All participants are expected to:

- Treat others with courtesy, professionalism, and respect.
- Maintain appropriate boundaries in rehearsals, performances, meetings, and social events.
- Follow directions regarding safety, intimacy, and physical contact.
- Contribute to an environment free from harassment, discrimination, bullying, and retaliation.

Prohibited Conduct

Harassment includes unwelcome conduct based on race, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, veteran status, or any other protected characteristic.

Examples include, but are not limited to:

Verbal Harassment

- Slurs, derogatory comments, or offensive jokes
- Repeated unwanted comments about a person's appearance
- Sexual comments or innuendo
- Threats, intimidation, or verbal abuse

Physical Harassment

- Unwanted touching, hugging, kissing, or physical contact
- Blocking movement or invading personal space
- Physical intimidation or threatening behavior

Visual or Written Harassment

- Offensive emails, texts, social media posts, or messages
- Displaying inappropriate images or materials
- Repeated unwanted communications

Bullying

- Repeated hostile or humiliating behavior
- Public ridicule or embarrassment
- Deliberately excluding individuals from theatre activities
- Abuse of authority or position

Rehearsal and Performance Conduct

Theatre work sometimes requires physical interaction, emotional scenes, costume changes, and discussions of sensitive subject matter.

To maintain a safe environment:

- Physical contact must be choreographed, discussed, and consented to in advance.

- Participants may raise concerns about physical or emotional safety without fear of retaliation.
- Directors and stage managers are expected to maintain professional rehearsal environments.

Reporting Concerns

Any person who experiences or witnesses harassment, discrimination, bullying, or retaliation is encouraged to report the concern promptly.

Reports may be made to:

- The Director
- Stage Manager
- Board President
- Designated Safety or Human Resources Representative
- Any Board Member designated to receive complaints

Reports may be verbal or written.

The theatre will make reasonable efforts to maintain confidentiality while conducting an appropriate review.

Investigation Process

Upon receiving a report, the theatre will:

1. Review the complaint promptly.
2. Gather relevant information from involved parties and witnesses.
3. Evaluate the facts fairly and impartially.
4. Determine appropriate action based on findings.

All participants are expected to cooperate honestly with any review or investigation.

Retaliation Prohibited

Retaliation against any individual who reports a concern, participates in an investigation, or raises a good-faith complaint is strictly prohibited.

Examples of retaliation include:

- Threats
- Intimidation
- Exclusion from opportunities

- Negative treatment because a concern was reported

Any retaliation may result in disciplinary action.

Corrective Action

Violations of this policy may result in consequences including:

- Verbal or written warning
- Removal from a production
- Removal from volunteer duties
- Suspension from theatre activities
- Revocation of membership privileges
- Permanent exclusion from theatre events and activities

The Kirkwood Theatre Guild reserves the right to determine appropriate corrective action based on the circumstances.

Commitment to Respect

Kirkwood Theatre Guild thrives when participants feel safe, valued, and respected. We are committed to fostering an environment where creativity, collaboration, and mutual respect are encouraged and where all individuals can participate without fear of harassment or discrimination.

Acknowledgment

I acknowledge that I have read and understand the Kirkwood Theatre Guild Anti-Harassment Policy and agree to comply with its expectations.

Name: _____

Signature: _____

Date: _____