

Reno Little Theater Code of Conduct

Reno Little Theater (RLT) is committed to providing a conscientious, healthy, and respectful work environment for everyone involved in its programs and activities. This document is designed to make your experience working on Reno Little Theater productions a safe, effective, and enjoyable experience. This document seeks not to define artistry, prescribe how art is created, or value one kind of work over others. It seeks rather to create awareness and systems that respect and protect the human in the art and foster safe places and practices for the artists who create in our space.

Providing a conscientious, healthy, and respectful work environment can be challenging. Because the spaces in which we work are broad – encompassing administration, auditions, rehearsals, technical work, late nights, parties, and more –we must acknowledge, and not exploit the blurred boundaries between work and social spaces.

This document reflects the current state of a continually evolving interest to establish standards in our theater. It is intended to apply standards, preventions, and conflict resolution procedures that are identifiable, uniform, and shared among our company. This document is a living document and will continue to grow and develop as we do.

Oppressive Behaviors

Reno Little Theater is committed to creating a space where community members can do their best work and show up as their most authentic selves. To that end, we have set standards to address and respond to oppressive and/or offensive behavior in our space. Any behavior that marginalizes or diminishes colleagues is not in alignment with Reno Little Theater's stated values. This list of potentially oppressive behaviors is **not** all-inclusive, but is meant to provide examples.

Inappropriate Physical Contact

- If in doubt, don't do it! If someone asks you to stop doing something- STOP!
- To keep it simple: Do not touch another person without explicit verbal consent.
- Remember that consent is conditional, contextual, and revocable. Consent granted in an artistic circumstance is not blanket consent for all situations.

Inappropriate Language & Dismissive Behavior

- Using slurs or derogatory slang of any kind. *This includes slurs or derogatory slang that is used in a play. If you are not the actor assigned to say those words, don't.*
- Calling colleagues "girls," "boys," "babes," "sweeties," "honey." *Use people's chosen names and pronouns.*
- Refrain from commenting on physical appearance including: clothing, bodies, sexiness,

- racial attributes or weight.
- Refrain from commenting on how someone should be feeling at any given moment - do not tell colleagues to “smile more,” “lighten up,” or “calm down.”
- Refrain from having conversations about intimate, personal problems. Save it for another time and place.
- Refrain from interrupting or talking over people in discussions.
- Do not take unearned credit for work done by someone else.

Sexual Harassment

We recognize the potential for harassment in rehearsal, during performance, and outside the theater among participants, staff, board, and audience members. We aim to acknowledge the potential for blurred boundaries between work and social spaces and set clear boundaries by providing procedures to recognize, interrupt, and report sexual harassment and to foster an environment of emotional safety. This includes instances of harassment in regards to gender identity, sexual orientation, and appearance (as in comments of fetishization).

According to the US Equal Opportunity Commission (EEOC):

It is unlawful to harass a person... Sexual harassment can include: unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

While the LAW doesn't prohibit offhand comments or teasing, our code of conduct does. Additionally, this behavior becomes illegal when it is frequent or severe enough to create a hostile or offensive environment or when it results in an adverse employment decision.

When someone tells you that you are engaging in oppressive or harassing behaviors (like those listed above or otherwise), correct your actions. If you do not agree that you have been engaging in oppressive behavior then we recommend you utilize the Concern Resolution Path outlined below.

The Conflict Resolution Path

The Conflict Resolution Path (CRP) is designed to provide a documented communication pathway to address physical, mental, or emotional health and safety concerns within the organization. The CRP seeks to inform participants what to do when they face serious issues, whom to address with those issues, and to put in place a framework that dispels the fear of reprisal for reporting such concerns. Every one of us has a critical responsibility to hear and recognize the impact of our own actions. When we receive feedback that we have (even unintentionally) made someone uncomfortable, we commit to looking inward, becoming even

more self-aware, and appropriately adjusting any problematic behavior immediately. Depending on the severity of the situation, this process can be initiated at any level.

The first goal of this process is to protect program participants and create a space where they can do their best work. The second goal of this process is to (whenever possible) restore relationships within our community; however, we recognize that in some cases, it may be appropriate for a community member to be asked to step away from their duties at Reno Little Theater.

The following behaviors should be reported through the Conflict Resolution Path:

- Inappropriate or insulting remarks, gestures, jokes, innuendoes, or taunting about a person's gender, gender identity, sexuality, or sexual identity
- Unwanted physical contact including: touching, kissing, massaging, patting, hugging, pinching, etc.
- Persistent unwanted inquiries or comments about a participant's private life (including gender, sexuality, relationship status, or sex life) outside the boundaries of consent established in rehearsal
- Requests or demands for sexual favors, especially those that include or imply promises of rewards for complying and/or threats of punishment for refusal
- Repeated invitations to take a relationship of a sexual nature beyond the stage
- Posting or displaying materials which may cause humiliation, offense, or embarrassment outside the parameters of the production. *Note: A production may include materials of this nature if it is pertinent to the script, however, such images are not appropriate for open display.*
- Attempting to engage in sexual behaviors that are choreographed for the stage outside of established rehearsal or performance spaces
- Inviting an actor to rehearse sexual content outside of scheduled rehearsals and/or without the presence of a Stage Manager
- Changing intimacy choreography without approval or improvising sexual content
- Suggesting that an actor who appears naked onstage or in rehearsal is not allowed physical boundaries and/or privacy or refusing to respect those boundaries and/or privacy
- Intentional failure to observe dressing room standards laid out in RLT's Production Handbook

Any of the behaviors outlined above have the potential to create a negative working environment and cause emotional or physical harm and should be immediately reported using the Concern Resolution Path.

Level One Concerns

Level One concerns are characterized by interpersonal irritation, one-time infractions, potential misunderstandings, and disagreements.

We recognize that many concerns can be resolved through conversation with the parties involved. Whenever possible participants should be encouraged to discuss challenges and concerns with one another. Sharing and hearing concerns with openness and respect can prevent situations from escalating further. There are several ways to respond when you experience discrimination, inappropriate behavior or harassment. For example:

Calling Someone IN

If someone does something that you find inappropriate, pull them aside and take the time to foster an open and honest conversation about what transpired. If you feel you need the support of the Stage Manager during the conversation, include them. Otherwise, be sure to inform the Stage Manager or program activity lead that this step has taken place.

Calling Someone OUT

If someone does something that you find inappropriate, address the issue outwardly by respectfully addressing inappropriate conduct in front of others and also bringing it to the attention of the Stage Manager or program activity lead.

Steps to be Take at Level One

If challenges can be resolved at Level One, the following recommended actions should take place:

- The involved parties should arrange a meeting with the Stage Manager or program activity lead.
- Together, the involved parties and the Stage Manager, or program activity lead will take steps to identify and outline activities that all involved parties will follow to prevent the future repetition of this behavior.
- Level One Concerns should be reported upon in any rehearsal or program activity reports.

We also encourage the use of the **Four Step Apology process** outlined below:

- Acknowledge the behavior that has been brought to attention.
- Thank the reporter for bringing this matter to attention.
- Apologize for the offending action using the words, "I'm sorry."
- Outline steps you will take to prevent future repetition of this behavior.

Level Two Concerns

Level Two concerns are those circumstances in which an individual's attempts to resolve the conflict were unsuccessful for any given reason, or circumstances in which unwanted behavior has been repeated. *(The participants should be granted a certain level of authority and trust to determine whether a concern can be resolved at this level or if it needs to be sent to the next level.)* At Level Two, an individual is **expected** to reach out to one of the following staff members to seek assistance:

- Executive Director
- Community Engagement Manager

Level Two can be initiated by a complainant or concerned production member including the Stage Manager or Director.

Steps to be taken at Level Two

At Level Two, the Executive Director and/or Community Engagement Manager will assist the parties involved with strategizing a course of action. This process will seek to establish a resolution through discussion, redirection, and check-ins with the individual who has instigated the concern. Once a course of action is agreed upon by the involved parties, a written agreement may be generated and signed by all parties involved.

Level Three Concerns

Level Three concerns are characterized by their severity or continuing nature. Level Three issues may have already been attempted to be resolved at Levels One and Two. This should be considered the final level of the path, leading to resolving issues that have not been resolved prior to reaching this stage. At this level, all parties are strongly advised to review legal or other implications of any decision.

Concerns at this level will be managed by:

- Executive Director AND a member of the HR Committee

Steps to be taken at Level Three

At this level, the Executive Director and a member of the HR Committee will hold meetings with all involved parties to determine if an individual engaged in conduct in egregious violation of the RLT's Code of Conduct policies. Appropriate corrective action against the offending party may be taken up to and including:

- Removal of the offending party from their employment, volunteer duties, and/or production roles
- Reporting to local law enforcement

If a Level Three Concern involves a sitting board member or the Executive Director, this process will be managed by two sitting members of the HR Committee or the board may elect to hire outside support. In this case, final corrective action will be voted upon by the full board.

In an emergency situation, where there is not enough time to convene an HR Committee Meeting or a quorum of Board members, then the Executive Director and/or HR Committee member may make a temporary suspension of the accused party's access to the theater building and any RLT-associated activity until such time that an HR Committee meeting or Emergency Board Meeting can take place.

In all cases at this level, once a course of action is agreed upon by the involved parties, a written agreement will be generated and signed by all parties involved.

Communication

A copy of the CRP will be distributed to all participants on the first day of a production and will be made available on RLT's website. We seek to resolve concerns early, before participants or the production is put at risk. The CRP will provide names & contact information for the members of the organization who will be responsive to reported issues and tasked with working to resolve them within a reasonable timeline.

Recordkeeping

Reported concerns will be kept confidential and accessible only to the individual(s) involved. The Level One contact should maintain recorded notes of all concerns brought to their attention. Each entry should include the date and approximate time at which they were contacted, names of the person(s) reporting the concern, names of all those involved, and actions taken thus far. These notes should not be shared with anyone aside from those to whom the first level responder reports at Levels Two and Three. These notes should be maintained in accordance with RLT's Record Retention policy.

Protection Against Retaliation

Retaliation of any kind or discriminating against a participant who in good faith reports a suspected violation of this policy or who cooperates in an investigation is prohibited. A person who violates this policy in any way will be subject to disciplinary action up to and including immediate termination.

Legal Remedies

In the event of civil or criminal misconduct or liability, the CRP is not a replacement for legal advice or action, nor does it stand instead of any local, state or federal law.