



Code of Conduct & Concern Resolution Path

Reno Little Theater (RLT) is committed to providing a conscious, 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 – to foster safe places and practices so that artists may safely endeavor to create in our space.

The work to provide a conscious, 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.

Basic Health and Safety

RLT endeavors to create spaces and processes for auditions, rehearsals, performances, classes, and all other activities that are as physically, emotionally, and psychologically safe as possible. With support from our board, staff, IDEA Committee, & Health and Safety Committee, we intend to make health and safety a regular topic of conversation and review. This will include following all state/local health and safety standards and maintaining awareness of those standards. We seek to prevent, identify, and immediately correct situations that might be considered unsafe or unhealthy. Furthermore, we intend to respond to physical and emotional crises with appropriate attention and resources.

We are committed to providing the following to our company members and participants:

- Compliance with health and safety guidelines from local governance
- Updated information on national, state, and local health & safety standards
- ADA compliance and willingness to provide accommodations for participants with specific health needs

- Reasonably clean & well-maintained rehearsal, class, and performance spaces that comply with local building, fire, and permit codes
- Access to clean drinking water
- A reasonable working temperature
- Lighting suitable for the work being carried out
- Floor & traffic routes that are free from undue obstructions and tripping hazards
- Functional, non-expired fire extinguishers
- Suitably stocked first-aid kits
- Transparency regarding insurance coverage for our space and participants

At the first rehearsal and tech day with students, actors, or participants, OR upon changes in safety circumstances, a safety walk with the Stage Manager (SM) or program activity lead will include:

- Fire exit locations
- Locations of first-aid kits & fire extinguishers
- Review of emergency procedures
- Tripping or safety hazards
- Location of restrooms
- Areas of potential hazard that may require glow tape, including the opportunity for participants to point out where additional glow tape may be needed

If unsafe conditions are discovered, they should be immediately reported to the SM or program activity lead, who should keep a record of concerns, report them to staff, and follow up on their resolution.

Incident reports should be maintained by SMs and program activity leads and shared with staff leadership.

Oppressive and/or Offensive Behavior

Oppressive behavior is any behavior that marginalizes or diminishes colleagues. 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

- Refrain from interrupting or talking over people in discussions.
- 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.
- Do not take unearned credit for work done by someone else.

When someone tells you that you are engaging in oppressive behaviors (like those listed above or otherwise), correct your actions.

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 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.

The following behaviors should be reported through the Concern 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.

Concern Resolution Path

The Concern Resolution Path 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.

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 are 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.

Structure

Level One

Concerns 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. At this level, 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 to the side and take the time to foster an open and honest conversation about what transpired.

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, program activity lead, or Operations Manager.

Potential steps to be taken at Level One include:

- The individuals involved resolve the conflict themselves
- The individuals involved should notify the Stage Manager that they are utilizing the Concern Resolution Path. Following their attempt at resolving the issue, they will notify the Stage Manager about whether the issue has been successfully resolved or if they need to progress on the Concern Resolution Path.

Upon initiation of the concern resolution path, if challenges can be resolved at Level One, the following recommended resolution should take place:

The Four Step Apology

- 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

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. All

concerns should be reported to Level Three, even if no action is required. At Level Two, an individual is *expected* to reach out to one of the following company members to seek assistance:

- Production Manager (Technical or Assistant Technical Director)
- Executive Director

At Level Two, the contacted company member will bring in an HR Committee representative to assist them 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.

Level Three

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:

- RLT HR Committee Members
- Board of Directors

At this level, if it is determined that an individual engaged in conduct in egregious violation of the RLT's Conduct policies appropriate corrective action against the offending party will be taken up to and including release from employment, volunteer duties, or production roles. This action will be voted on 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 a Board Officer 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.

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.