

Pentacle Theatre Policy	SUBJECT: Anti- Harassment Policy
Approved by: Jodi Deming President	Effective Date: May 29, 2018 Revised: June 24, 2019

Purpose: To state Pentacle Theatre’s policy of prohibiting all forms of bullying and harassment; to establish expectations of conduct for paid staff and all volunteers; to provide guidance for staff, directors and the Board if complaints are received; and to protect Pentacle Theatre from liability.

See also: [Drug and Alcohol Policy](#) and [Pentacle Theatre’s commitment to a harassment free theater](#) for other prohibited conduct.

Definition: *Board:* The Pentacle Theatre Governing Board

Board Liaison: Board Member appointed as liaison to a Pentacle Theatre production. (See [Board Liaison “Cheat Sheet”](#) for more on the role of a liaison.)

Board Member: a duly elected member of the current Pentacle Theatre Governing Board.

Bullying: repeated inappropriate behavior directed towards a person or group of persons.

Corrective Action: a process of improving or eliminating unacceptable behavior.

Director: An individual selected by the board to coordinate all elements of a Pentacle Theatre production.

Executive Director: An employee of Pentacle Theatre responsible for the overall operations of the theater.

Inappropriate behavior: actions and/or statements that lack civility. This includes, but is not limited to:

- a) excessive profanity;
- b) loud and angry or offensive outbursts;
- c) intimidating or threatening actions or statements;
- d) unwelcome touching of a personal nature;
- e) slurs or jokes about gender expression or sexual identity.

Staff: Paid employees of Pentacle Theatre.

Unlawful harassment: verbal or physical discrimination based on an individual’s sex, race, color, national origin, religion, age, disability and/or sexual orientation (protected by the Civil Rights Act of 1964, other key federal laws or court decisions) when the conduct has the effect of creating an intimidating, hostile or offensive environment.

Volunteer: Any unpaid person working on any aspect of a Pentacle Theatre production, on a committee or in any other capacity.

Policy: This policy applies to all Board Members, Directors, Staff and Volunteers while working in any capacity at or on behalf of Pentacle Theatre.

Pentacle Theatre shall, through its Board of Directors, paid staff and help from all volunteers, provide and ensure a safe, harassment-and bullying-free environment for all individuals working in any capacity for Pentacle Theatre.

Board Members, Directors, Staff and Volunteers will refrain from bullying, inappropriate behavior or unlawful harassment, which, to a reasonable person, creates an intimidating, hostile or offensive environment.

Any person who violates the policy may be subject to Corrective Action.

Procedure:

1. Board Members, Directors, Staff and Volunteers will read and acknowledge receipt of this policy. The Board or designee will establish a system for receiving and maintaining records of those acknowledgments.
2. A Director or Board Member who receives any complaint of bullying, harassment or inappropriate behavior, will take immediate, appropriate and Corrective Action, as follows:
 - a) If the conduct consisted of only occasional remarks that are arguably offensive but not severe, Corrective Action may consist of no more than discussing the matter with the responsible individual(s), explaining why it was inappropriate, and instructing them that it should not continue.
 - b) If more than one person has engaged in inappropriate but not severe conduct, if there is other evidence that Board Members, Directors, Staff and Volunteers are not sure about what conduct is appropriate and permissible, or they are unaware of how to properly respond to such conduct, Pentacle Theatre will arrange for appropriate training.
 - c) If the conduct is more severe or pervasive, including frequent offensive remarks, touching, or other egregious harassing behavior, the Board Member, Director, Staff or Volunteer responsible for the harassing or inappropriate behavior should be separated from the victim, at least until the matter otherwise can be resolved. This should not be accomplished by removing the Board Member, Director, Staff or Volunteer who reported or otherwise was the victim of hostile or abusive conduct. If the victim, without having been asked or prompted, specifically requests a transfer or resignation, the Board or its designee should inform the Board Member, Director, Staff or Volunteer that s/he need not leave, and that instead the Board Member, Director, Staff or Volunteer responsible for the hostile or abusive conduct may be transferred or removed. Nonetheless, to the extent possible, the victim's request should be honored.
 - d) For the most serious incidents, Corrective Action may include suspension, demotion, dismissal or termination.
3. A Board Member, Director or Staff who receives a complaint may request support in implementing any course of Corrective Action from a Board Member or the Executive Director.
4. The incident is to be reported to the Board immediately and the Board, or its designee, will document in writing the complaint and the Corrective Action taken.

5. If other volunteers receive any complaints of harassment, and do not feel they are in a position to take Corrective Action, the incident will be reported immediately to the Board and the Board will take Corrective Action. The Board, or its designee, will document in writing the complaint and the Corrective Action taken.

Policy implementation: This policy shall be included in all Directors' Handbooks, in the Employee Manual and provided with Audition information, photo-release and parent/guardian acknowledgment form.

The policy will be discussed during Directors' Orientation and presented to new casts by the Board Liaison.

The policy shall be prominently posted at the theater in the Green Room.