

## ***Three Bone Theatre Inc No-Harassment Policy***

Arts environments require risk, courage, vulnerability, and investment of our physical, emotional and intellectual selves. Three Bone Theatre has a history of authenticity and risk on our stages. We are proud of that legacy, and seek to nurture spaces with strong safety nets that support that ethos without compromising a visceral and authentic experience for artists and audiences. When creative environments are unsafe, both the artist and the art can become compromised.

Spaces that prize “raw,” “violent,” and otherwise high-risk material can veer into unsafe territory if there are no procedures for prevention, communication, and when necessary, response. Too often, artists have been afraid to respond to abusive or unsafe practices, particularly where there is a power differential between the people involved. Artists have been afraid that speaking out will ruin a show or harm their reputations, and artists subjected to extreme abuse sometimes leave the craft, cutting their careers short. We believe that even in the absence of high-risk material, having pathways for response to unsafe conditions and harassment help to maintain the integrity of the work, its participants, and the organization.

### **No-Harassment Statement**

Three Bone Theatre does not tolerate any form of harassment related to gender identity, race, ethnicity, national origin, age, sexual orientation or identity, education or disability. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, other verbal, graphic, or any physical conduct relating to an individual's gender identity, race, ethnicity, national origin, age, sexual orientation or identity, education or disability.

This policy applies to all incidents of harassment, including those that occur off-premises or off-hours where the alleged offender is a supervisor, co-worker or non-employee who is involved, directly or indirectly, in a business or a potential business relationship with Three Bone Theatre.

### **Responsibilities of Employees and Board Members**

All employees, board members, volunteers and program participants are responsible for fostering a safe working environment, free of harassment. A safe working environment is one where everyone is accepted and allowed to be themselves. No one should be afraid for their physical or mental health in a safe working environment. A safe working environment is not free of all criticism or conflict, but those things are handled with respect. Everyone must set an example of appropriate behavior and must report situations of harassment immediately on becoming aware of them, whether or not there has been a complaint. Three Bone Theatre, the Board of Directors and any employees, contractors, or volunteers who are complicit in harassment are legally liable for any harassment that occurs even if they were not actually involved in the harassment.

### **Sexual Harassment**

For purposes of this policy, sexual harassment is any verbal, nonverbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, volunteer or any person working for or on behalf of Three Bone Theatre.

Harassment includes sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature. Harassment also includes making submission to or rejection of such conduct the basis of any employment-related decision, including casting, and includes creating an intimidating, hostile, or offensive working environment by such conduct.

The following examples are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

Verbal sexual harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender identity, sexual orientation or identity, age, body, disability or appearance, including epithets, slurs and negative stereotyping. Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibited form of harassment, including that which is sexual in nature and unwelcome.

Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, photos and electronic communication, such as e-mail, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.

Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing or fondling.

Courteous, mutually respectful, pleasant, noncoercive interactions that are appropriate and acceptable to and welcomed by both parties are not considered to be harassment.

### **Sexual Harassment in a Theatrical Workplace**

In a theatrical context, harassment can be additionally defined as one or a series of comments or conduct of a gender-related or sexual nature outside the boundaries of consent or production content, which is known or ought reasonably be known to be unwelcome/unwanted, offensive, intimidating, hostile, or inappropriate. It is worth noting that the higher the emotional/sexual risk a production asks of its artists, the greater the diligence of each member of production and artistic staffs is needed to foster an environment of emotional safety.

Sexual harassment includes but is not limited to:

- Unwelcome remarks, jokes, innuendoes, or taunts about a person's body, attire, gender, or sexual orientation outside the boundaries of consent or production content;
- Negative stereotyping of race, gender, gender identity, religion, color, national origin, ancestry, marital status, sexual orientation, ability, or other status protected by law outside the boundaries of consent or production content;
- Any unwanted or inappropriate physical contact such as touching, kissing, massaging, patting, hugging, or pinching outside the boundaries of consent or production content;
- Unwelcome inquiries or comments about a person's sex life or sexual preference outside the boundaries of consent or production content;
- Leering, whistling, or other suggestive or insulting sounds outside the boundaries of consent or production content;
- Inappropriate comments about clothing, physical characteristics, or activities outside the boundaries of consent or production content;
- Posting or displaying materials, articles, or graffiti that is sexually oriented outside the boundaries of consent or production content;
- Requests or demands for sexual favors, especially those that include, or imply, promises of rewards for complying (e.g., job advancement opportunities) and/or threats of punishment for refusal (e.g., denial of job advancement or opportunities) outside the boundaries of consent or production content;
- Attempting to engage in sexual behaviors offstage that are choreographed for the stage;

- Suggesting an actor who appears naked onstage or in rehearsal is not allowed physical boundaries and/or privacy backstage or in the dressing room and/or not respecting those boundaries;
- Intentional failure to observe the dressing room standards;
- Inviting an actor to rehearse sexual content outside of scheduled rehearsals;
- Repeated invitation/suggestion to take relationships of a sexual nature beyond the stage;
- Using the text of a production that is sexual, violent, threatening, or offensive in offstage discourse;
- Improvising sexual content without expressed consent.

**Discipline**

Violation of this policy will subject the offender to appropriate disciplinary action, up to and including immediate discharge.

**Complaint Procedure**

Any person who feels that he or she has been subject to harassment or is aware of prohibited conduct is encouraged to bring the matter to the immediate attention of anyone on the Three Bone Theatre staff or Board of Directors, including the Artistic Director and Executive Director. Project-based artistic leadership, including Directors, Stage Managers, and Designers, who are made aware of any complaints of harassment or prohibited conduct are required to bring these matters to the attention of the Artistic Director. Three Bone Theatre will handle all complaints courteously, swiftly and confidentially. The privacy of all parties involved will be maintained to the highest degree possible. Three Bone Theatre will conduct a prompt, thorough and impartial investigation and will take proportionate corrective action.

False and malicious complaints (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

**Retaliation**

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

**In my individual capacity:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_