

PARIS COMMUNITY THEATRE HARRASSMENT PROCEDURES

Distribution and Acknowledgement

1. All employees, Board Members, Directors, Producers and volunteers will be required to read and acknowledge receipt of appropriate PCT policies (Employee Sexual Misconduct Policy, Volunteer Harassment Policy, Communications and Social Media Policy) annually. The Managing Director and the Vice President for Diversity and Inclusion will establish a system for receiving and maintaining records of those acknowledgements.

2. At the first rehearsal of any PCT production the producer(s) will:

- a) Provide contact information to the entire cast/crew (email and phone numbers).
- b) Read through PCT'S Social Media and Sexual Harassment Policies for volunteers.
- c) Explain the reporting process and provide copies to all cast and crew; and
- d) Each member of the cast/crew will be required to acknowledge in writing that they have received the policies and understand how to report any harassment issues.

Producers will be responsible for collecting and submitting acknowledgement forms as determined by the Artistic Director, who is responsible for oversight.

Policy and acknowledgement forms will be made available to the producers before the first rehearsal of each show.

3. Producers should retain extra copies of the Volunteer Harassment Policy and the Communications and Social Media Policy and will be responsible for providing, explaining and obtaining the required acknowledgements from any volunteers who may join the production after the initial rehearsal.

Reporting

1. Any producer or board member who receives a complaint of bullying, harassment or inappropriate behavior, will take immediate, appropriate and corrective action in accordance with PCT policies.

2. All complaints should be reported to the PCT Artistic Director or to the PCT Governing Board President.

Additional Considerations

Producers should be the point of contact for all reports from cast/crew/directors; however, for those who are not comfortable with speaking to anyone directly, an online form is available. Anonymous reporting is available, with the caveat that reporting anonymously

can place limitations on how the report is handled. Online reporting, anonymous or not, helps to automate documentation and archive all complaints/issues, providing a resource for future director or board selection. Reports made directly to a producer will be documented and archived in the same format as an online report by the producer.

Reporting Form: A sample reporting form is available at (insert link here)

Process and Involvement

The Artistic Director and Board President will not necessarily be involved with addressing the issue unless they feel it is warranted, but they will be made aware. The Artistic Director and the Board will also have access to view reports at any time.

Producers should be able to handle minor issues on their own, e.g., if the issue was about someone making an uncomfortable statement, which we anticipate will be what the majority of complaints look like, the producer should be able to speak with the volunteer in question and coach them on their behavior. These types of issues will still be reported to the Artistic Director so that the Governing Board can be aware of all issues.

Major issues will be brought by the producer to the immediate attention of the Board and the Artistic Director. The Artistic Director, Board President, producer, and another assigned Board Member, will be responsible for discussing and deciding how to handle the issue. The complainant will be reasonably and timely informed as to action taken with respect to the complaint.

If the report is made anonymously, the complainant may or may not be made aware of how the issue was resolved. If the producer or director deems it necessary or appropriate, blanket statements may be made to the cast and crew, e.g., “As a reminder, [behavior] is not acceptable, so please make sure we are all being conscientious and courteous and remember to review our Sexual Harassment Policy.”

All parties directly involved in addressing the issue must document thoroughly how each complaint was handled, which will be stored on the PCT Google Drive.

Incorporating Consent Culture

Consent culture is a culture which normalizes the action of asking for consent and respecting whatever responses are given. It affirms that each individual has bodily autonomy and maintains that boundaries (a person's right to choose what is comfortable to them) should be respected unconditionally. The foundation of this culture is built upon a basic understanding of consent. Consent involves an enthusiastic, affirmative, and voluntary ‘yes’ that is not implied or assumed in the absence of a ‘no’ and can be revoked at any time.

1. While board members, producers and directors will be required to attend mandatory training, it is important that individuals in the organization are encouraged to apply their training. All should endeavor to stay informed of the progression of consent culture outside of mandatory training and should be willing to embrace new knowledge, attitudes, and change in social climate.

2. PCT staff, board members and volunteers should expand and adapt their language to include terms such as safety, respect, consent, and boundaries--asking consent before telling off-color jokes, hugging, or touching, and respecting the answer no.

3. Reporting methods should be clearly stated and promoted so that individuals feel safely enabled to report anything they see, hear, or experience. 4. As individuals are trained, the need for reporting will diminish. Working together we will demonstrate that the theatre is a safe space for our volunteers, patrons, and employees, and that true predators, bullies, or otherwise toxic individuals are not welcome.