

Butts Acting Guild

Complaint Resolution & Discipline Policy

Purpose

The Butts Acting Guild (BAG) is committed to addressing concerns in a fair, respectful, and consistent manner. This policy establishes the process for reporting concerns, reviewing complaints, and determining appropriate action when a participant's conduct may be inconsistent with BAG policies or values.

This policy applies to all participants, including board members, production staff, cast members, crew members, volunteers, contractors, and guests.

Reporting a Concern

Any participant who experiences or witnesses conduct believed to violate BAG policies or interfere with the safe and effective operation of the organization is encouraged to report the concern promptly.

Concerns may be reported to the Director, Producer, President or any member of the Board of Directors.

If the complaint involves one of those individuals, it should be reported to another member named above.

Anonymous complaints may be considered when sufficient information is provided, although anonymity may limit BAG's ability to investigate or respond.

Initial Review

Upon receiving a complaint, the President or the President's designee shall conduct an initial review to determine the appropriate response.

Depending on the nature of the concern, BAG may resolve the matter through conversation or coaching, facilitate an informal resolution between the parties, conduct a formal review, take immediate temporary action if necessary to protect participants or the organization.

Formal Review

When a formal review is warranted, BAG will make reasonable efforts to gather relevant information from all parties, speak with individuals who may have direct knowledge of the matter, review available documents, messages, photographs, or other relevant evidence when appropriate, allow the participant whose conduct is being reviewed an opportunity to respond before a final decision is made, unless immediate action is necessary to protect others.

July, 2026

BAG is not a court of law. The purpose of a review is to determine whether a participant's conduct is consistent with BAG's policies and expectations, not to determine legal liability.

Confidentiality

Complaints will be handled as discreetly as reasonably possible.

Information will be shared only with those who have a legitimate need to know in order to review or resolve the matter.

While BAG will make reasonable efforts to protect confidentiality, complete confidentiality cannot be guaranteed.

Participants are expected to respect the privacy of everyone involved and avoid gossip or speculation while a matter is under review.

Interim Measures

When circumstances warrant, BAG may implement temporary measures while a matter is being reviewed. Such measures may include adjusting rehearsal assignments, limiting contact between participants, reassigning backstage responsibilities, temporarily suspending participation pending review.

Interim measures are administrative actions intended to support the review process and do not imply that misconduct has occurred.

Board Review

If disciplinary action beyond informal coaching or a verbal warning is being considered, the matter shall be reviewed by the Board of Directors.

Any Board member with a personal involvement in the matter or a significant conflict of interest shall recuse themselves from deliberations and voting.

Board decisions should be based on the available information, the organization's policies, and the best interests of the Butts Acting Guild.

Possible Disciplinary Actions

Depending on the circumstances, BAG may take one or more of the following actions:

- Informal coaching.
- Verbal warning.
- Written warning.
- Behavioral expectations or participation agreement.

- Removal from a specific activity or production.
- Suspension from participation for a specified period.
- Permanent removal from participation in BAG activities.

Nothing in this policy limits BAG's ability to take immediate action when necessary to protect participants or the organization.

Appeals

A participant who is suspended or permanently removed from participation may submit a written appeal to the Board of Directors within fourteen (14) days of receiving notice of the decision.

The appeal should explain why the participant believes the decision should be reconsidered or identify any significant information that was not previously available.

The Board may affirm, modify, or reverse its previous decision. The Board's decision following an appeal shall be final.

Good Faith Reporting

Participants are encouraged to report concerns honestly and in good faith. Knowingly making false or malicious accusations, or intentionally providing misleading information during a review, may itself constitute a violation of BAG policy.

Policy Administration

The Board of Directors reserves the authority to interpret and apply this policy in a manner consistent with BAG's mission, bylaws, and the best interests of the organization.

The Board may modify these procedures when circumstances require, provided that participants are treated fairly and with respect.