**Passage Theatre**

**Anti-Harassment Policy**

**Draft as of March 28, 2024**

**Policy:** Passage Theatre is committed to a safe and supportive environment for all constituents, free from all forms of harassment. We will not tolerate anyone intimidating, humiliating or sabotaging others in our theatre. We prohibit harassment, including but not limited to that based on race, gender, sexuality, age, religion, national origin, color or disability, and other forms of unacceptable behavior in a professional work environment.

**Scope:** This policy covers all employees: fulltime, part time, regular or temporary including actors, designers and other production staff who are involved in planning, rehearsals and productions.It also applies to board members, audience members, vendor staff and other people that staff come into contact with as part of their job.

**Definition:** Harassment includes bullying, intimidation, insults, mockery passed off as humor, malicious gossip and victimization. Following is an illustrative but not exhaustive list of instances of harassment:

* Sabotaging someone's work deliberately
* Making unwanted advances of any nature
* Making derogatory comments about a person's race, ethnicity, sex, gender identity, sexual orientation, religious beliefs, age, national origin, embodied experience, and abilities
* Starting or spreading rumors about someone’s personal life
* Ridiculing someone in front of others

**Policy Elements:** The underpinnings of this policy are:

1. Requirements for interpersonal interactions among staff, among staff and board members, among staff and vendors, and staff and attendees at Passage Theatre events, as well as among board members and Passage Theatre's supporters and staff and other people they come into contact with in the course of their work
2. A reporting policy for any harassment events
3. A mechanism for prompt investigation of any reported events and recommendations for resolution
4. Disciplinary consequences
5. **Absolute Requirements for Acceptable Interpersonal Interactions**
* No impolite forms of address related to race, ethnicity, sex, gender identity, sexual orientation, religious beliefs, age, national origin, embodied experience, and abilities. It is important that the form of address, including proper pronouns, preferred by the person to whom you are speaking be used.
* No shouting at another person nor use of expletives.
* No inappropriate or unwanted touching of another person is acceptable.
1. **Reporting Policy**

Employees and board members are encouraged to report any harassment events to their supervisor or the chair of the Personnel Committee as soon as possible after the event occurs. Email, telephone, in person or post office mail are all acceptable mediums for reporting an event. Supervisors must report the event immediately to the chair of the Personnel Committee. If the chair of the Personnel Committee is named as part of the harassment event, the board president should be approached.

Minor transgressions may be taken up by the employee or board member directly with the other party if they feel it was not intended as harassment. However, continued inappropriate actions (e.g., a habitual and ill-intentioned mis-use of pronouns) should be reported.

1. **Resolution Policy**

Upon completion of an investigation, the chair of the Personnel Committee will propose a resolution to the Board and Executive Staff. Resolutions include immediate suspension or termination of a harassing staff member or board member (termination of a board member will require board action) to a rebuke and warning (which will require either board or staff action). Counseling is another possible resolution. If the harassing person is from outside the organization, the President of the Board or an Executive member of staff will speak to the offending person or their supervisor, such as in the case of a vendor staff member who was the source of the harassment.

All harassment events and their resolution will be documented by the Personnel Committee.

1. **Confidentiality**

Confidentiality will be maintained throughout the investigatory process to the extent possible and consistent with Passage Theatre’s need to comply with applicable law. There may be instances in which an individual complainant of sexual harassment seeks only to discuss the matter informally and does not wish Passage Theatre to undertake an investigation or to take further steps. Passage Theatre encourages such informal discussions and will attempt to honor the wishes of the reporting individual. In such situations, Passage Theatre may arrange for mediation or some other informal mechanism for resolving the issues. However, an individual who reports an incident of sexual harassment should be aware that Passage Theatre may be required to act to address the sexual harassment complaint beyond informal means.

**Non-Retaliation**

Retaliation against anyone who wishes to make a complaint, makes a complaint, encourages another to make a complaint or cooperates in an investigation under this policy is prohibited. Such retaliation is unlawful under federal and state laws. Retaliation is a very serious violation of this harassment policy and should be reported immediately. The reporting and investigation of complaints of retaliation will follow the procedures outlined in this policy. Any person found to have retaliated against an individual for filing a complaint of sexual or unlawful harassment or cooperating with an investigation will be subject to disciplinary action.

Similarly, any employee who files a false complaint under this policy and/or maliciously and falsely accuses another employee under this policy will be subject to disciplinary action.