



ANTI-HARASSMENT & COMMUNITY SAFETY POLICY

INTRODUCTION

It is the policy of the Improv Conspiracy Theatre ("the Theatre") to maintain a safe working, performing and learning environment free from threatening words and behaviour, including sexual, racial, age-based, religious, ethnic, disability, sexual orientation, gender identity and/or expression, and any other form of forbidden harassment of any Theatre personnel, intern, performer, student or patron ("community member"). Such harassment in any manner or form is expressly prohibited. It is also the policy of the Theatre that no individual be subjected to any unwelcome conduct that is or should be known to be offensive because of his or her gender, race, age, religion, ethnicity, disability, sexual orientation, gender identity and/or expression, or other protected category. In addition to the aforementioned types of harassment, it also is the policy of the Theatre to consider it harassment when any individual is subjected to conduct that makes them feel threatened for their immediate safety in the community.

The Theatre recognises that, as a comedy theatre, and a licenced premises where alcohol is served, the environment is not typical of all workplaces or schools. The very art that we do can sometimes veer toward being "blue", or "R-rated", and the atmosphere of the Theatre community is social as well as professional. It is not the intention of the Theatre to mimic an office or traditional academic environment. While this may require a more nuanced reading of social cues than the more clearly defined office or academic environment, it is the hope of the Theatre that with a combination of communication, common sense, respect, and empathy, the community can create an environment that prioritises safety.

All reported or reasonably suspected occurrences of forbidden harassment will be investigated (in accordance with the procedures outlined below) in a confidential manner and as promptly and thoroughly as is practicable and necessary. Where forbidden harassment has occurred, the Theatre will take appropriate disciplinary, educational, or other corrective action, up to and including termination from a position or team membership at the Theatre, the loss of ability to perform at the Theatre or Theatre-related events or the immediate revocation of a student's ability to perform internship duties and/or take classes at the Theatre without compensation for time spent or refund of tuition paid.

There will be no retaliation against an individual who has complained about or reported alleged forbidden harassment who has cooperated with an investigation of alleged forbidden harassment, regardless of the outcome of the investigation.

I. CONDUCT PROHIBITED BY THE POLICY

For purposes of this Policy, forbidden harassment includes the following:

Hostile Environment Harassment. Hostile environment harassment may occur when someone's conduct causes others to subsequently fear for their immediate safety in the community. It may occur when there are unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature. Also, non-sexual conduct that is unwelcome and offensive and which is directed at an individual because of the individual's gender may create a hostile environment. Racial, age-based, religious, ethnic, disability, sexual orientation, gender identity and/or expression, and other forbidden forms of harassment may occur when there is conduct which is motivated by or relates to an individual's race, age, religion, ethnicity, disability, sexual orientation, gender identity and/or expression, or other characteristics protected by law or policy. Hostile environment harassment occurs when such conduct is sufficiently severe or pervasive to and does: (i) unreasonably interfere with an individual's work, performance or ability to learn, or (ii) create an intimidating, hostile, or offensive work, performance or learning environment.

"Quid Pro Quo" Sexual Harassment. "Quid Pro Quo" sexual harassment may occur when there are unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when (i) submission to such conduct is an explicit or implicit condition of employment, performance opportunities or student advancement, or (ii) submission to or rejection of such conduct is used as the basis for employment, performance, or educational advancement decisions.

Special Note On Civility and Professionalism

The Theatre believes the best way to avoid situations that may be construed as harassment is for all community members to treat each other in a respectful and professional manner. The Theatre may, in the future, offer insights or guidelines on creating an environment of civility, but ultimately, respect is at the core of this philosophy.

Special Note On Consensual Banter / Private Conversations

Community members are expected to be sensitive to the fact that the content of private conversations, though not offensive to the parties involved, may be offensive to others if overheard; and such parties will be held accountable if appropriate safeguards are not taken and the overheard conversation is found to create a hostile environment.

Special Note On Performance Harassment

Given the nature of performances at the Theatre and in classes of material that, in some cases, could be considered offensive to some, it is not the policy of the theatre to punish individuals or to stifle the creative abilities of performers whose artistic expression may be considered offensive to others. However, if it is determined that the offensive content of the performance was done in an effort to harass a particular individual from the stage or to express the performer's hatred and/or intolerance to a protected individual or group, then appropriate disciplinary action may and will occur. Additionally, if it is determined that an individual performers or group of performers is pervasively offensive or harassing in their performances, disciplinary or corrective action may and will occur. Furthermore, if it is determined that behavior that was done without intent to harass but has nevertheless caused discomfort, fear, or other feelings of harassment in members of the community or audience, this behavior (at the time it is identified to leadership of the Theatre) will be pointed out to the performer or performers responsible. If the identified behavior is not remedied, corrective action may and will occur.

II. RESPONSIBILITIES

The Theatre's Policy prohibits harassment by Theatre community members against each other, as well as harassment directed towards Theatre patrons, contractors, consultants, suppliers, vendors, visitors, and other non-employees or non-Theatre-affiliated individuals, when such conduct occurs at the Theatre's premises, performances, rehearsals, classes or Theatre-affiliated events at remote locations in connection with social activities or the performance of the Theatre's work.

The Theatre will make reasonable efforts to see that the actions of its official representatives (including corporate directors, leadership panel members, employees, house team coaches, show producers/directors and workshop instructors) are free from forbidden harassment, and will take appropriate corrective action when it learns of such forbidden harassment. The Theatre will also

take appropriate corrective action in those instances where it, and its official representatives learn of forbidden harassment of any community member.

All of the Theatre's official representatives will:

- Reject any offer or promise of sexual or other favours made by any community member in anticipation of or in exchange for some employment, performance, or educational decision and at the same time advise such community member that such an exchange violates Theatre policy and will not be tolerated.
- Not participate in any employment, performance or educational decisions in which a past, present or desired future romantic or sexual relationship may create bias that prevents another community member from being considered objectively. There is no need to disclose the specifics of the relationship to other Theatre representatives, only to abstain from the decision-making process for the community member in question.
- Avoid forbidden harassment, including the appearance of such harassment, by refraining from actions, language, and jokes, and by disposing of materials such as posters or magazines which could reasonably be anticipated to offend a community member.
- Report to Theatre management, in accordance with the procedures set forth below, any Policy breaches they observe, that are made known to them by others, or that they reasonably suspect have occurred.
- Assure community members as necessary that all forms of harassment are expressly prohibited, that the Theatre will investigate reported and suspected occurrences of forbidden harassment, and that the Theatre will take appropriate corrective action when forbidden harassment is found to have occurred.

III. PROCEDURES

NOTIFICATION PROCEDURES

Any Theatre community member who feels that he or she is being or has been subjected to forbidden harassment or who knows of or suspects the occurrence of forbidden harassment should promptly and in confidence inform either the venue manager on duty at the Theatre, their team coach, their show director/producer, or their class teacher.

If for any reason a person does not feel comfortable informing one of these individuals, or is not able to do so, that person should report the matter to the Company Director of the Theatre (Adam Kangas) or any other office staff listed on the About Us page of the Theatre's website:

<http://improvconspiracy.com/about-us>

Also, while not mandatory, the Theatre encourages community members to advise the person engaging in the offensive conduct that the conduct is offensive and should be stopped.

In addition, all venue managers, team coaches, show directors/producers and class teachers have a duty to relay any information promptly to the Company Director or a Leadership Panel member about any forbidden harassment that they observe, that is made known to them by others, or that they reasonably suspect has occurred. All Leadership Panel members have a duty to share this information with all other members of the panel (less any who may be named in the information as being suspected of Policy breaches).

DIRECT DISCUSSION

A member of the Theatre community may feel that the best course of action is to address offending behavior directly to the person responsible without immediately including Theatre leadership (though they may be subsequently included at any time). The Theatre supports this at the discretion of the community member and only when the community member does not feel that their safety or professional standing is in jeopardy. The Theatre emphasises that it is imperative that the individual receiving this feedback maintain a respectful discourse. Retaliation or otherwise lashing out in any way is not acceptable behavior. The person receiving feedback may request the inclusion of Theatre leadership if they disagree with the feedback or believe it is unfair. The Theatre encourages all community members to be open to receiving challenging feedback.

INVESTIGATION PROCEDURE

All reported occurrences of forbidden harassment will be investigated as promptly and thoroughly as is practicable and as is required under the circumstances. The individual who makes the report or is the target of the alleged harassment will be assured that all forms of forbidden harassment are expressly prohibited, that the Theatre will conduct a confidential investigation, and that the Theatre will take appropriate corrective action if forbidden harassment is found to have occurred.

The Theatre will designate an individual from the Management Team who will be responsible for conducting the investigation of the reported incidents of harassment. The timing, scope, and extent of the investigation will be determined by the Theatre on a case-by-case basis, considering the circumstances of the alleged harassment. All investigations will be conducted to protect, as much as practicable, the privacy of all persons concerned. The Theatre expects all community members who are contacted in connection with an investigation to cooperate fully.

Pending the outcome of an investigation, reasonably necessary and prudent interim measures, such as the separation of the complainant and the alleged offender, suspension from Theatre activities for the alleged offender, or temporary leave for the complainant, will be taken at the Theatre's discretion, taking into consideration the complainant's wishes, the seriousness of the accusations, the background of the situation, and any other relevant information.

Special Note On Reported Criminal Activity

If any Theatre-affiliated person is accused by anyone of criminal activity that, in the eyes of the Theatre arises to a level beyond mere harassment as described above, and, in the judgment of the Theatre, places in doubt the safety of the Theatre's community members, vendors or patrons, then the accused will be immediately and without investigation removed from all Theatre-related activities until such time as the Theatre is satisfied that the accusations are and were unfounded. Should the accused appear at any Theatre-related activities or venues following this removal, they will be considered to be a trespasser on Theatre property and the Theatre will not hesitate to call authorities to remove the accused from Theatre property. This revocation of Theatre privileges will not be influenced by the failure of authorities to investigate or charge the accused with a crime. The reinstatement of the accused to any Theatre-related activity or venue will be at the sole discretion of the Theatre.

INVESTIGATION PROCEDURE

Following an investigation, the Theatre will take such action that it deems necessary or appropriate under the circumstances –

No Violation. In the event that the investigation discloses insufficient grounds or basis to substantiate a violation of this Policy, all necessary parties will be so advised.

Violation. In the event that the investigation discloses a violation of this Policy, the Theatre will communicate its findings to both the complainant and the alleged offender. Based upon the totality of the circumstances, appropriate disciplinary, educational, and/or other corrective action, up to and including termination, removal of an individual from an internship, removal of an individual from a supervisory, management or directorial position at the Theatre, removal of an individual from a house team, removal of an individual from a coaching position, removal of an individual from a Leadership Panel position, removal of an individual from a workshop teaching position, removal of an individual from a workshop without refund or compensation, or revocation of a performer's ability to perform at or attend performances at the Theatre or at a Theatre-related event, will then be taken. The action taken will be reasonably calculated to prevent any further unacceptable conduct. It is within the Theatre's discretion to determine the appropriate corrective action.

If the complainant or the alleged offender is not satisfied with the resolution, he or she is encouraged to contact the Company Director of the Theatre. In the event an investigation of a reported or suspected occurrence of forbidden harassment reveals that the person has lodged a knowingly false or frivolous complaint, fabricated facts, or failed to tell the truth, the Theatre may take appropriate disciplinary and/or other corrective action.

IV. NO RETALIATION

No individual who reports or complains about forbidden harassment, or who assists the Theatre in its investigation, will be subjected to retaliation. Anyone who feels that he or she has been the victim of, or threatened with retaliation should immediately inform one of the individuals identified above for the purposes of receiving reports of complaints.

Many aspects of this policy were borrowed with permission from the Arcade Comedy Theater, Pittsburgh, Pennsylvania, USA.

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