

UNEXPECTED PRODUCTIONS POLICY AGAINST HARASSMENT

It is the policy of Unexpected Productions ("UP" and/or "the Theater") to maintain a working, performing and learning environment free from sexual, racial, age-based, religious, ethnic, disability, sexual orientation, gender identity and/ or expression, and any other form of forbidden harassment of any Theater personnel, intern, performer or student. Such harassment in any manner or form is expressly prohibited. It is also the policy of the Theater 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.

The Theater recognizes that, as an improv comedy theater, the environment is not typical of all workplaces. The very work that we do can sometimes veer toward being "blue" or "R-rated" and the atmosphere of the Theater community is social as well as professional. It is not the intention of the Theater to mimic an office environment. While this may require a more nuanced reading of social cues than the more clearly defined office environment, it is the hope of the Theater that with a combination of communication, common sense, respect, and empathy, the community can create an environment that prioritizes 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 Theater will take appropriate disciplinary, educational, or other corrective action, up to and including termination from a position or team membership at the Theater, the loss of ability to perform at the Theater or Theater-related events or the immediate revocation of a student's ability to perform internship duties and/ or take classes at the Theater 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 or 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 sexual harassment may occur when there are unwelcome sexual advances, requests for sexual favors, 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:

**(1) unreasonably interfere with an individual's work, performance or ability to learn, or
(2) 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 favors, or other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is an explicit or implicit condition of employment, performance ability or student advancement, or
- (2) 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 Theater believes the best way to avoid situations that may be construed as harassment is for all Theater personnel, performers, to treat each other in a respectful and professional manner. The Theater 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 Conversation

Theater Personnel, performers and students 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 Theater and in classes of material that, in some cases, could be considered offensive to some, it is not the policy of the theater 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, it is determined that an individual performer 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 Theater) will be pointed out to the performer or performers responsible. If the identified behavior is not remedied, corrective action will occur.

Special Note on Abuse of Power and Power Harassment

Abuse of Power and Power Harassment by a UP Director or any member in a Supervisory Role will not be tolerated.

Abuse of Power is the commission of an unlawful, harassing, penalizing, or discriminatory act, done in an official capacity, which affects the performance of duties.

Power harassment, is unwelcome attention of a political nature, often occurring in the environment of a workplace. Power Harassment includes but is not limited to a range of behavior from mild irritation and annoyances to serious abuses which can even involve forced activity beyond the boundaries of the job description. Power harassment is considered a form of illegal discrimination and is a form of political and psychological abuse and bullying.

II. RESPONSIBILITIES

The Theater's Policy prohibits harassment by Theater personnel, performers, faculty and students against any person, as well as harassment directed towards Theater patrons, contractors, consultants, suppliers, vendors, visitors, and other non-employees or non-Theater-

affiliated individuals, when such conduct occurs at the Theater's premises, performances, rehearsals, classes or Theater-affiliated events at remote locations in connection with Theater activities or the performance of the Theater's work.

The Theater will make reasonable efforts to see that the actions of its agents, supervisory employees, coaches, and Improv School faculty are free from forbidden harassment, and will take appropriate corrective action when it learns of such forbidden harassment. The Theater will also take appropriate corrective action in those instances where it, its agents, supervisory employees and faculty learn of forbidden harassment of any Theater personnel, intern, performer or student.

All levels of Theater management, supervisory employees, coaches and/or Improv School faculty will:

- Reject any offer or promise of sexual or other favors made by any employee, intern, performer or student in anticipation of or in exchange for some employment, performance, or educational opportunity or decision and at the same time advise such employee, intern, performer or student that such an exchange violates Theater policy and will not be tolerated.
- Avoid forbidden harassment, including the appearance of such harassment, by refraining from actions, language, and jokes, and by disposing of materials such as posters, magazines, social media, and websites which could reasonably be anticipated to offend an employee, intern, performer or student.
- Report to Theater management, in accordance with the procedures set forth below, any forbidden harassment that they observe, that is made known to them by others, or that they reasonably suspect has occurred.
- Assure Theater personnel, interns, performers and students as necessary that all forms of harassment are expressly prohibited, that the Theater will investigate reported and suspected occurrences of forbidden harassment, and that the Theater will take appropriate corrective action when forbidden harassment is found to have occurred.

III. PROCEDURES

NOTIFICATION PROCEDURES

Any Theater personnel, intern, performer or student 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 house/box office manager on duty at the Theater, their team coach, 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 any Director of the Theater (Jay Hitt, Randy Dixon, Kent Whipple or Jill Farris) any supervisor on duty (Bar manager, Box Manager/Supervisor, Tech Director/Supervisor), Once the staff is notified, depending on the severity of the incident, the staff may report it to the UP board of Directors. In addition, and while not mandatory, the Theater encourages Theater personnel, interns, performers, patron and students to advise the person engaging in the offensive conduct that the conduct is offensive and should be stopped. **A contact list of all staff members is at the bottom of this document.**

In addition, all house managers, team coaches, faculty and board members have an affirmative duty to report promptly to one of the UP Directors designated above any forbidden harassment that they observe, that is made known to them by others, or that they reasonably suspect has

occurred.

DIRECT DISCUSSION

A member of the UP community may feel that the best course of action is to address offending behavior directly to the person responsible without immediately including Theater leadership (though they may be subsequently included at any time). The Theater 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 Theater emphasizes 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 UP leadership if they disagree with the feedback or believe it is unfair. The Theater 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 Theater will conduct a confidential investigation, and that the Theater will take appropriate corrective action if forbidden harassment is found to have occurred.

The Theater will designate the individual 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 Theater 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 Theater expects UP Directors, personnel, interns, coaches, house/box managers, tech team members, performers, board members, Improv School faculty and students 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 Theater activities for the alleged offender, or temporary leave for the complainant, will be taken at the Theater'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 Theater-affiliated person is accused by anyone of criminal activity that, in the eyes of the Theater arises to a level beyond mere harassment as described above, and, in the judgment of the Theater, places in doubt the safety of the Theater's students, performers, faculty, staff team members, directors, vendors or patrons, then the accused will be immediately and without investigation removed from all Theater-related activities until such time as the Theater is satisfied that the accusations are and were unfounded. Should the accused appear at any Theater-related activities or venues following this removal, they will be considered to be a trespasser on Theater property and the Theater will not hesitate to call authorities to remove the accused from Theater property. This revocation of Theater, 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 theater-related activity or venue will be at the sole discretion of the Theater.

Criminal Activity includes, but is not limited to:

- Vandalism of UP property
- Assault
- Violating City Ordinances or State Statutes
- Indecent exposure
- Sexual molestation of minors
- rape
- The drugging of another's drink
- Theft of alcohol
- Possession, display or use of an illegal weapon
- Theft of another patron's property
- Using false identification
- Smoking inside
- Taking an open drink outside
- Removing Theater/Improv School materials from the premises without checking with a member of UP management.

RESOLUTION AND OUTCOME OF INVESTIGATION

Following an investigation, the Theater 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 Theater 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 Theater, removal of an individual from a season show, removal of an individual from a coaching position, removal of an individual from a board position, removal of an individual from a faculty position, removal of an individual from a class without refund or compensation, or revocation of a performer's ability to perform at or attend performances at the Theater or at a Theater-related event, will then be taken. The action taken will be reasonably calculated to prevent any further unacceptable conduct. It is within the Theater's discretion to determine the appropriate corrective action.

False complaint

If the complainant or the alleged offender is not satisfied with the resolution, he or she is encouraged to contact any Director of the Theater. 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 Theater may take appropriate disciplinary and/or other corrective action.

False complaint due to Mental Health

In a case in which the accuser displays signs of mental health issues (such as, but not limited to, providing accusations they believe to be true but which are inconsistent with reality and may be based on fantasies, paranoia, delusions, or hallucinations), those accused are advised to keep a detailed record of all encounters, and to keep any emails, texts, voicemails, social media posts, or other forms of communication. The accused should never discuss the accusations with the accuser without a 2nd party present, and should not confront the accuser in a situation that may put any party at risk of harm. If the issues persist, the accuser and/or accused individual should discuss the situation with a member of the UP leadership team or designated associate. Together with UP leadership, resources may be provided to the accused individual and/or accuser, including information about local / regional crisis centers (**Washington State: 866-4-CRISIS or 206-461-3222; 24-hours**), which provides a wide range of counseling for a multitude of crises. In addition, UP leadership may also call the crisis line for assistance in determining an appropriate plan of action. If the accuser is not acting in a threatening manner but does not wish to communicate with the leadership team, instead soliciting support or counsel from peers within the UP community, the peer may (but is not obliged to) consider referring the accuser to the crisis center for support, as long as the peer feels that such a suggestion does not put them at risk of harm from the accuser. In any situation in which a person feels that they are at immediate risk of harm from the behaviors of the accuser, and/or if the accuser's behavior becomes disruptive or illegal, the threatened person should **call 911 and/or Market Security (206-682-2253)**, and contact the UP leadership team or designated associate in a timely fashion. UP leadership may take appropriate corrective action and reasonable actions to ensure the safety of other company members. Corrective actions may include, but are not limited to removal, suspension, or banishment of the individual of concern from the theater.

IV. RULES OF BEHAVIOR

Disruptive Behavior

Purpose: Everyone has a right to expect and receive a favorable experience at the Theater and Improv School. Each patron and contractor has the right to receive quality service in an atmosphere that is calm, safe and as free from disturbance as possible. The staff has the right to provide service without fear of abuse or threatening behavior from other contractors, patrons attending a show or participating in a class.

Conditions: Use of tobacco products is not allowed within the Theater/Improv School facility or where "no smoking" signs are posted outside of the building.

Solicitation is not allowed in the Theater or School.

Only Seeing Eye dogs and other service animals are allowed in the theater unless permission is granted by the UP staff.

Abusive or harassing language or behavior is a nuisance and is not permitted.

Running, roller-skating, skateboarding, rollerblading or similar inappropriate is not permitted and could constitute a nuisance.

The public is not permitted behind the Box office counter or in other non-public areas.

No one other than a licensed server is allowed behind the bar.

Causing a nuisance as defined in Washington State Statute 7.48 is prohibited. A nuisance is anything that is:

- Harmful to the health of a person, or
- Offensive to the senses of a person, or
- An obstruction to the free and unrestricted use and enjoyment of the Theater property by other persons. This includes loud talking and/or disruptive noise. Violation of the above policies may result in a warning, a request to leave the premises, and escort out of the Theater or

Improv School, and notification of Market Security or the police. Persons causing a nuisance may have their privileges of attending a performance or class revoked. Repeat offenders or persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing. Unexpected Productions seeks to both protect the rights of individual customers and contractors as well as the rights of all patrons to a safe and positive Theater and Improv School experience.

Disruptive behavior in the theater/Improv school includes, but is not limited to:

- Running, chasing, horseplay
- Screaming, shouting, yelling, prolonged crying or temper tantrums
- Abnormal, erratic behavior that hinders normal theater use
- Continued or frequent loud talking
- Sexual activity
- Pushing, hitting, fighting, biting
- Throwing objects
- Using a vaporizer
- Overtly drunk, passed out, vomiting
- Bullying or bothering other people
- Foul, rude, threatening or abusive language and actions
- Use or possession of outside alcohol or controlled substance
- Personal hygiene that disrupts other's theater/class experience
- Campaigning, petitioning, interviewing, or surveying without permission

At the discretion of the staff, persons engaging in disruptive behavior will:

1. Receive a warning
2. Be asked to leave the premises if the behavior persists
3. Be escorted off the premises by Market Security or law enforcement if necessary

People who egregiously or repeatedly disrupt the Theater or School will lose privileges, including the right to see shows or attend a class.

Disruptive Children

Young children must, at all times, be accompanied and supervised by an adult. The UP staff is not responsible for the care, safety, or supervision of children.

Pets

Often patrons, teachers, students, staff and performers will bring their pets into the theater. We will allow non-disruptive pets in the facility provided there is 100% approval by all cast, staff, teachers, students and patrons. The pet must be leashed and house-trained.

The pet owner shall be asked to remove the pet from the premises for any one of the following reasons:

- If at least one person has an issue with the pet, (EX: allergies, phobias, trauma...)
- If the pet makes disruptive noises (barks, meows, roars, whinnies, hisses)
- If the pet wanders, or leaves its designated area
- If the pet relieves itself in the building
- IF the pet makes unwanted advances toward a human who is uncomfortable with that (EX: jumps on, licks, begs, scratches, etc..)

If a pet becomes violent it is within the rights of the staff to contact security, animal control, or the police depending on the severity of the offense.

If a pet is left unattended by the owner and/or unleashed, it is within the right of the staff and management to have the pet removed from the building and animal control will be called.

The Theater will not be held accountable for a lost pet.

Performing Under the Influence

If a performer on stage is visibly high or intoxicated, due to alcohol or substance abuse, medical prescription, or other health related occurrences, it is within the right of the management, acting stage manager, director, or equivalent, to remove or subdue the affected performer from the stage. This constitutes as disruptive behavior as it affects show quality and fellow performers in the workplace.

V. NO RETALIATION

No individual who reports or complains about forbidden harassment, or who assists the Theater 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.



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