



Chippewa Valley Theatre Guild

102 West Grand Avenue, Eau Claire, WI 54703 715-832-7529 cvtgact@aol.com cvtg.org

Code of Conduct Policy

The Chippewa Valley Theatre Guild (Guild) is responsible for providing a safe and secure environment and strives to ensure that all individuals associated with the theatre are treated in a respectful and fair manner.

Mission of The Guild

The mission of the Chippewa Valley Theatre Guild is to produce a broad spectrum of high quality theatrical presentations, to delight and challenge our audiences, to provide hands-on learning experiences in all aspects of the theatre for children and adults, and to nurture and celebrate the achievements of our volunteers.

The Guild develops, encourages and promotes opportunities for community members in the Chippewa Valley community to experience quality theatre, whether on the stage, in the audience, behind the scenes or in a classroom.

Values of The Guild

Integrity – We believe that honesty, respect and fairness is essential to everything we do.

Encouragement – We promote the expression of ideas, foster individual creativity and effort, and embrace the acceptance of others.

Cooperation – We believe collaboration, inclusiveness and teamwork are vital for a quality organization and its growth.

Recognition – We are committed to acknowledgement and open appreciation of all our staff and volunteers.

Diversity – We recognize and embrace the value of different backgrounds and perspectives.

Enjoyment – Our success is dependent on an atmosphere, which is fun, friendly, comfortable, and openly positive for everyone.

Conduct Standards

The Chippewa Valley Theatre Guild expects that staff will perform to the best of their abilities, maintaining the theatre's best interest at heart.

The Theatre Guild will maintain an environment free of harassment (physical, sexual or verbal), discrimination, and unprofessional conduct. We will respect the cultural, religious and political views of others in the Guild and refrain from imposing our views on others while at the theatre or while participating in any off-site Guild activities.

The Theatre Guild prohibits the possessions of firearms or any other lethal weapons unless within the boundaries of a production.

The Theatre Guild requires that staff and volunteers not be intoxicated or under the influence of illegal substances while at the theatre or at off-site theatre-related activities. This does not include casual after rehearsal get-togethers.

The Theatre Guild requires that staff and volunteers driving for the organization to be in possession of a valid driver's license and vehicle insurance.

Harassment Policy

The Theatre Guild operates a zero tolerance policy for any form of harassment in the theatre, treats all incidents seriously and investigates allegations of harassment. Complaints of sexual harassment will be treated with respect and in confidence without fear of retaliation. It is understood that creative atmospheres are not always “emotionally sanitary” and can safely be bawdy, profane, vulgar, and/or challenging.

The Board of Directors reserves the right to impose disciplinary action for any conduct it considers disruptive or inappropriate. The circumstances of each situation may differ, and the level of action may vary depending on the factors of the situation. When a complaint is voiced, the Guild will do its best to remedy the situation. Everyone may not be satisfied with every solution; however, all input is valued and the Guild will always work to foster an environment where people feel comfortable reporting their concerns.

Harassment in a broad sense includes, but is not limited to...

1. Inappropriate or insulting remarks, gestures, jokes, innuendoes, or negative stereotyping of race, gender, gender identity, color, national origin, ancestry, religion, politics, marital status, or sexual orientation.
2. Posting or displaying materials, articles, and so on, which may cause humiliation, offense, or embarrassment that are outside the parameters of a production. A production about violence or racism may involve such images in rehearsals, but such images are not appropriate for open display in dressing rooms, bathrooms or other spaces.
3. Belittling, name calling, or otherwise berating someone in public or in private. Discussions between participants should be conducted in a professional and respectful manner.

Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. Harassment can be additionally defined as...

- Comments or conduct of a gender-related or sexual nature, which is known or ought to be reasonably known to be unwelcome, unwanted, offensive, intimidating, hostile, or inappropriate, including unwelcome sexual flirtation, advances or propositions.
- Repeated invitation/suggestion to take relationships of a sexual nature beyond the stage.
- Unwelcome or degrading remarks, jokes, innuendoes, or taunts about a person’s body, attire, gender or sexual orientation.
- Unwanted or inappropriate physical contact such as touching, kissing, massaging, patting, hugging, stroking or pinching outside the boundaries of production content.
- Leering, whistling, or other suggestive or insulting sounds.
- The display of sexually suggestive pictures or objects, including on a computer or telephone.
- Inviting an actor to rehearse sexual content outside of the scheduled rehearsals or attempting to engage in sexual behaviors offstage that are choreographed for the stage.
- Intentional failure to observe common sense dressing room standards.

Participants have the right to be free from...

- Sexual solicitation or advance made by anyone, including a person in a position to confer, grant, or deny a benefit or advancement outside production content.
- Reprisal or threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made by a person in a position to grant, confer, or deny a benefit or advancement outside production content.
- Behaviors that have the potential to create a negative environment for individuals or groups. A person does not have to be a direct target to be adversely affected by a negative environment.

To help make a safe environment for children, the Theatre Guild...

- has a zero tolerance of child abuse. Our highest priority is child safety. It is the policy of the Guild to diligently empower and protect youth by providing safe spaces for theatre education and production experiences. We work every day to ensure our policies, procedures and practices embody the highest safety standards for the young people that we serve.
- will operate under a open door policy to encourage the reporting of any harassment.
- will conduct background checks on adults who work with children, including criminal history and the National Sex Offender database checks. These background checks are conducted in compliance with the Fair Credit Reporting Act and other legal requirements. Background checks are not permitted for individuals under 18.
- will practice safe adult to youth ratios with the “Rule of 3”, meaning no adult will be one-on-one with youth in a private space. However, should adults need to work one-one with youth (beginning of rehearsal/class while waiting for others, end of rehearsal/class before a youth is picked up, during rehearsal/class for discussion or instruction), the door to the space will remain fully open.
- will expect the use of appropriate and respectful language and communications between adults and youth. The sharing of inappropriate language, images, materials and content is prohibited, including on social media platforms.
- does not allow instructors or directors to engage in a sexual relationship with children or students, regardless of age.
- will follow Wisconsin law (48.981(2)) which requires that any mandated reporter who has reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused or neglected, or who has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur, make a report to county CPS or law enforcement.
- prohibits retaliation against any person of any form in response to reports made in good faith under this policy.

U.S. Equal Employment Opportunity Commission

1. It is unlawful to harass a person because of that person’s sex.
2. Harassment can include “sexual harassment” or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
3. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person. For example, it is illegal to harass a woman by making offensive comments about women in general.
4. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.
5. Although the law doesn’t prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).
6. The harasser can be the victim’s supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Concern Resolution Pathway (CRP)

The goal of the Concern Resolution Pathway (CRP) is to provide a pathway to address issues in a production or within the theatre. The CRP informs participants what to do and who to address with serious issues and dispel the fear of reprisal for reporting any issues of harassment, safety or other serious concerns. Nothing in the policy encourages firing or marginalizing participants for mistakes, a momentary loss of temper, an argument (whether artistic or personal), a single unintentional injury, etc.

What is the Concern Resolution Pathway

- A clearly written and transparently shared list of procedures for addressing a concern, including a list of persons and contact information with whom the concern should be addressed. The CRP will be posted on the first day of rehearsal and updated for each production.
- Individuals listed on the CRP will understand their role in resolving concerns, the process for recording concerns, and the process for reporting those concerns to others within the process. These individuals will be provided with resources and/or training to respond consistently to concerns that are shared.
- Reported concerns will be given priority and a reasonable timeline for resolution. Participants are encouraged to report their concerns in writing for recordkeeping purposes. The Guild will maintain files for seven years. Such files will be kept confidential and accessible to the Executive Director and the Board President.

The Procedure

- **Level One (Dialogue)** We recognize that many concerns can be resolved through conversation with the parties involved. Whenever possible, participants are encouraged to discuss challenges and concerns with one another. Sharing and hearing concerns with openness and respect can prevent situations from escalating further.

Oops and Ouch...One Way to Handle Negative Comments or Actions in Real Time

The system of “Ouch” and “Oops” is for handling negative or unwanted comments in the moment.

For instance:

Speaker A is trying too hard to be funny and makes a thoughtless remark. Speaker B says “Ouch!” This cues Speaker A to realize that the remark was potentially hurtful. Speaker A says “Oops” to indicate recognition and regret. Then there’s a Pause.

It’s up to the Ouch-caller whether this moment requires some conversation. So maybe there’s a conversation – or maybe the Ouch caller says “Cool, let’s move on.” But the decision to move on must come from Speaker B.

Please note that anyone in the room can call “Ouch.” It does not have to come from the person who is the focus of the potentially hurtful remark. Sometimes you don’t know there was an “ouch” until later in the day, or until after rehearsal, when you’ve had time to process. You can bring it back the next day, or anytime.

If an experience ever feels larger than an Ouch-Oops moment, please continue to the next level of action.

- **Level Two (Assistance)** If you are not comfortable directly addressing the individual(s) involved or if no satisfactory resolution can be agreed upon, any of the following individuals listed below can be contacted for assistance in addressing your concerns. These individuals are granted a certain level of authority and trust to determine whether a concern can be resolved at this level or if it needs to be sent to the next level. They will do everything in their power to respectfully and confidentially resolve any issues brought to their attention. At some point, the Executive Director may be made aware of the situation.
 1. Director
 2. Assistant Director/Stage Manager
 3. Designated Board Member
 4. Executive Director, Ann Sessions - 715-832-7529 (w), 715-864-9376 (c), cvtgact@aol.com

- **Level Three (Consultation & Review)** At the final level of the path, the individuals listed below will work to resolve issues that have not been resolved prior to reaching this stage. They will consult with each other and review legal or other implications of any decision. In the event of civil or criminal misconduct or liability, the Code of Conduct Policy is not a replacement for legal advice or action, nor does it stand instead of any local, state or federal law. The Board of Directors will be made aware of the situation and reserves the right to make the final judgment as it deems appropriate. The circumstances of each situation may differ, and the level of action may vary depending on the factors of the situation. Everyone may not be satisfied with every solution; however, all input is valued and the Theatre Guild will always work to foster an environment where people feel comfortable reporting their concerns.
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Goals for Implementation

- To understand harassment, provide procedures to prevent it and outline recourse when it occurs.
- To recognize the potential for harassment in rehearsal, during a performance and outside the theatre.
- To establish clear boundaries to be agreed upon among all participants involved, both in rehearsals and during performances, especially in scenes depicting violence, sex, or intimate contact.
- To acknowledge that theatre can court confusion about the difference between chemistry, artistic freedom, and harassment. We believe participants can be bold and live “in the moment” of theatrical material while maintaining fellow participants’ safety and agreed-upon boundaries.
- In every possible situation, the CRP should be used to mentor participants, and nurture a positive and safe environment.

The Implementation Process

- The Policy should be discussed at every level of the organization, including board meetings. Everyone should be encouraged to read the document, understand the company’s commitment to its adoption, and any responsibilities each participant may have. The Executive Director will complete a CRP with the names and contact information of all individuals who will serve on the path for each production.
- The Policy should be discussed as early as season selection meetings and production meetings. Many problems can be avoided when safety issues are a regular part of production discussions. The Executive Director will arrange a meeting with season directors to discuss the process.
- The Policy requires a presentation on the first day of rehearsal. This is when participants with no exposure to the policy will first encounter it. Taking the time to discuss it in the first rehearsal will increase the chances of success. Getting off on the right foot is essential to this process.
- Many elements of the Policy come into play during tech. Taking the time to visit safety, privacy, and other elements help to prevent problems before they happen.
- Creating a script for first rehearsals can make sure that all of the important points are covered. This script should be delivered by one or more representatives of the theatre. A written policy handout could be included with the rest of the first rehearsal handouts.

The Script

The Chippewa Valley Theatre Guild (Guild) is responsible for providing a safe and secure environment and strives to ensure that all individuals associated with the theatre are treated in a respectful and fair manner. The Guild has adopted The Chicago Theatre Standards Harassment Policy as the basis for our own policy.

The Policy contains a number of pledges that we are making to you. Among these is a welcoming environment free of harassment and discrimination. Since a positive environment is a team effort, we'd like to take this opportunity to read the definitions of harassment aloud to make sure we have a shared understanding.

Harassment includes, but is not limited to:

1. Inappropriate or insulting remarks, gestures, jokes, innuendoes or taunting about a person's racial or ethnic background, color, place of birth, citizenship, ancestry, creed, or disability.
2. Unwanted questions or comments about an someone's private life.
3. Posting or display of materials, articles, etc. which may cause humiliation, offence or embarrassment.
4. Sexual Harassment, defined as...
 - a) Unwelcome sexual flirtation, advances or propositions
 - b) Unwelcome or degrading remarks, jokes, innuendoes, or taunts about a person's body, attire, gender or sexual orientation.
 - c) Unwanted or inappropriate physical contact such as touching, kissing, massaging, patting, hugging, stroking or pinching outside the boundaries of production content.
 - d) Leering, whistling, or other suggestive or insulting sounds.
 - e) The display of sexually suggestive pictures or objects, including on a computer or on a telephone.
 - f) The invitation to an actor to rehearse sexual content outside of the scheduled rehearsals.
 - g) Any repeated invitation/suggestion to take relationships of a sexual nature beyond the stage.
 - h) Intentional failure to observe common sense dressing room standards.

Any of these may create a negative environment for individuals or groups and a person does not have to be a direct target to be adversely affected by a negative environment.

An important component of the Conduct Policy is the process to resolve issues that may arise during a production.

The Concern Resolution Pathway Process lets you know what to do and who to address any issues of harassment, safety or other serious concerns without the fear of reprisal. This is a three-tiered system to resolve any concerns throughout this production process. You have received a printed copy of the Concern Resolution Pathway with contact information for everyone on the path. This document will also be posted at rehearsals for your reference.

The next two pages would be printed back to back and given out on the first day of rehearsal.



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When a complaint is voiced, the Guild will do its best to remedy the situation. Everyone may not be satisfied with every solution; however, all input is valued and the Guild will always work to foster an environment where people feel comfortable reporting their concerns.

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If you experience harassment, we encourage you to follow the Concern Resolution Pathway.

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