



Open Window Theatre Personal Conduct Policy

Open Window Theatre is committed to creating a respectful, welcoming, and professional working environment for all staff, artists, instructors, volunteers, and patrons. To that end, we require all participants in Open Window activities to adhere to the following standards of personal conduct:

- No use of crude, vulgar, disrespectful, harassing, or sexually inappropriate (whether suggestive or explicit) language or behavior, including but not limited to the use of profanities or of slang which demeans others.
- No impairment due to the use of alcohol or other intoxicating substances, including the illicit use of legal drugs, and no use, possession, or distribution of illegal substances (including the distribution of alcohol or tobacco to, or their possession by, minors).
- No discrimination, harassment, bullying, violence, or offensive language or conduct, including but not limited to discriminatory or offensive language or conduct directed at a person or group of people because of their race, ethnicity, national origin, citizenship or immigration status, political or religious beliefs, age, physical attributes, disability, physical or mental health status, gender, or sexual orientation.
- No sexual harassment, including but not limited to: commenting on a person's appearance or clothing in a way that is suggestive or unwelcome; making sexual jokes or innuendo; sharing or asking about sexual experiences or history; sharing sexual images or written materials; making unwanted physical contact; pressuring a person for physical contact, expressions of affection, or sexual favors; implying or stating that a sexual or romantic activity or relationship is a prerequisite for participating in a current or future Open Window activity; initiating or participating in a sexual or romantic relationship with any student by a teacher currently teaching that student, or with an actor by a director currently directing that actor, even if the student or actor is over 18; or sexual assault in any form.
- No engagement in any form of illegal activity.

OPEN WINDOW THEATRE BELIEVES IN THE RIGHT OF EACH PERSON TO BE TREATED WITH RESPECT, COMPASSION, AND DIGNITY, AND THEREFORE DOES NOT TOLERATE ANY FORM OF HARASSMENT, DISCRIMINATION, BULLYING, OR ASSAULT.

Open Window reserves the right to end the participation of any person in any Open Window activity at any time, including a permanent ban from participation in all Open Window events.

This personal conduct policy covers participation in all Open Window activities, whether or not they take place at Open Window's physical theatre space. It also covers all communications, including online social

media accounts or pages, involving, hosted by, or about Open Window Theatre or its events or programs. Open Window also reserves the right to take into account participants' online and offline behavior outside of Open Window Theatre when determining current and future participation in Open Window activities. Thank you for your help in keeping Open Window Theatre a safe and welcoming space for creativity.

WHAT DO I DO IF I EXPERIENCE OR WITNESS VIOLATIONS OF THE PERSONAL CONDUCT POLICY?

If the violation is minor (e.g., use of a swear word, a poorly-worded joke) and you feel comfortable doing so, feel free to let the person know that the incident made you uncomfortable and request that they not repeat the behavior. You may ask your stage manager, director, supervisor, or an Open Window employee for assistance if desired.

If the violation is more serious, if you are not comfortable speaking with the person directly, or if the behavior continues, please immediately contact one or more of the following Open Window Theatre employees or Board members:

- Executive-Artistic Director Jeremy Stanbary, 651-336-3302, jstanbary@openwindowtheatre.org
- Office Administrator Katy Humnick, 612-384-1809, khumnick@openwindowtheatre.org
- Chairman of the Board Mark Blando, 651-210-4072, mblando@ecklandblando.com
- Board Member Molly Koop, 612-644-1833, mollykoop@hotmail.com

All incidents involving drug/alcohol abuse, harassment, bullying, discrimination, sexual harassment, or illegal activity, or involving minors, should be treated as serious and reported immediately (within 24 hours) to one or more of the individuals above. In addition, all staff, artists, instructors, or volunteers working with minors or vulnerable adults are required by law to report suspected abuse or neglect, including sexual abuse. In these latter cases, your first call should be to 911, and then to the above individuals.

If the violation involves one of the staff members above, please contact the non-involved staff member and/or the Open Window Theatre Board Members listed.

Please let us know *immediately* if you experience any behavior which makes you feel uncomfortable or unsafe. Even if you do not wish to file a formal complaint, it is helpful to document problematic behavior as soon as it begins, in case the behavior escalates. In addition, if staff receive similar seemingly-minor concerns from multiple people, they may point to a deeper problem which needs to be addressed.

Open Window will investigate all reports of serious violations of the personal conduct policy, and will follow up on all reports of minor violations, until resolved. We will ask for a written report in order to begin an investigation. We cannot honor a request not to investigate a submitted report (whether made verbally or in writing). All reports will be kept confidential to the extent allowed by law; however, Open Window may need to disclose certain information in order to complete an investigation and/or resolve a complaint. All reports involving illegal activity, or for which the law requires mandatory reporting, will immediately be shared with the Inver Grove Heights Police Department. Open Window will fully comply with any requests for information, records, or testimony required by the relevant legal authorities.

Once the investigation is complete, Open Window will take appropriate disciplinary action, up to and including warnings, probation, termination of employment or affiliation with Open Window, and a permanent ban from future participation in Open Window activities.

No one who makes a report of a personal conduct policy violation in good faith, or who shares truthful information in connection with an investigation under this policy, shall be subject to retaliation by Open Window staff, board members, artists, instructors, or volunteers. Anyone who retaliates against another person for utilizing in good faith the procedures in this policy will be subject to disciplinary action, up to and including termination of any affiliation with Open Window Theatre and a permanent ban from future participation in Open Window activities.

By signing this document, the undersigned agrees to abide by the terms of this policy.

Signature

Name (printed)

Date