

City Theatre Code of Conduct

Effective June 2021

City Theatre is committed to providing a conscious, healthy, and respectful work environment. We recognize that racism, sexism, and other systemic biases are deeply embedded in our national culture, including in the theater world. As we strive to become an anti-oppressive organization, practicing principles of anti-racism and inclusion, these behaviors are contrary to our values and aspirations. This document guides us in creating a workplace where everyone feels safe, respected, and celebrated.

This work can be challenging and we invite City Theatre employees, artists, and volunteers to treat it with the seriousness it deserves, but also with openness and humility. The spaces in which we work are broad -- encompassing administration, auditions, rehearsals, technical work, late nights, parties, public-facing frontline, events, meals, meetings, and more -- so we must acknowledge, and not exploit, the blurred boundaries between work and social environs.

This Code of Conduct should be read in conjunction with City Theatre's **Policy Against Discrimination and Harassment** and **Code of Workplace Behavior**. Employees are expected to be mindful and continue to work on their own biases or prejudices, and conduct themselves without discrimination and harassment. Failure to abide by these expectations may result in discipline, up to and including termination of employment. (See "SO, WHAT'S NEXT?" section for more details.)

This code is about the commitment we must all make to being a responsible member of the City Theatre community and in treating each other well.

In order to ensure sustainable change, all of us must:

- Understand that many of our current practices are built on institutionalized oppressive systems. At City Theatre, we are constantly working to dismantle these systems and the behavior that perpetuates them. We ask that you 1) **know** and 2) **address** bullying, sexual harassment, racism, homophobia, transphobia, ableism, ageism, xenophobia, and all forms of discrimination and harassment when you see them.
- Be aware that many assumptions are grounded in stereotypes. Changing our behavior requires that we stay open to seeing the world in new ways.
- Examine our current practices (meeting formats, communication standards, etc.) where oppressive behavior or bias is slipping in and suggest methods of improvement.
- Create a liberated and supportive environment where people feel safe to share their concerns and experiences.
- Make sure that everyone at City Theatre knows to whom they can talk if they encounter an instance of discrimination, harassment, or other oppressive behavior.
- Understand and uphold reporting standards and guidelines for employees, contractors, artists, volunteers, and guests.

CITY THEATRE WORKPLACE PRINCIPLES

Collaboration | Communication | Compassion

WE ACKNOWLEDGE THAT

Oppression of any kind is about the ABUSE OF POWER.

Every one of us has a critical responsibility to hear and recognize the impact of our own actions. When we receive feedback that we have (even unintentionally) made someone uncomfortable, we commit to looking inward, becoming more self-aware, and appropriately adjusting any problematic behavior immediately.

The language in this document is strong because City Theatre's commitment to anti-racism and anti-oppression is firm. We acknowledge that everyone is in a different place in their learning and that learning requires the safety to make mistakes. It is vital that City Theatre fosters a safe learning environment that assumes positive intent, while also being forthright in correcting oppressive behavior and ensuring that the oppressed do not bear the burden of others' education.

WHAT DOES OPPRESSIVE OR DISRESPECTFUL BEHAVIOR LOOK LIKE?

Oppressive or disrespectful behavior is any behavior that marginalizes or diminishes your colleagues. This list of potentially inappropriate behaviors below is not all-inclusive, but it is meant to provide clear examples.

Inappropriate physical contact. If in doubt, don't do it. If someone pulls away or asks you to stop it, STOP IT. Touches of any kind (of the arm, shoulder, leg or hair, for example), including hugs, can imply a sense of intimacy that is not shared. *Ex: touching a coworker's hair or placing a hand on a coworker's shoulder without verbal consent.*

Inappropriate and disrespectful behaviors

- Using slurs, code words, or derogatory slang of any kind, unless you are an actor who has been assigned those words.
- Inappropriate language or intrusive questions about personal characteristics and identity ("Where are you from? / No *really?* Where are your parents from?" / "Why did you choose that pronoun?").
- Intentionally or repeatedly failing to address people by their chosen names and personal pronouns.
- Colleagues should not be subjected to a leering or commentary on clothing, bodies, sexiness, racial attributes, weight, prettiness, or personality characteristics.
- Dismissive suggestions that demean the listener based upon their protected characteristics.
- Discussing your or their intimate lives or engaging in flirtatious behavior.
- Interrupting or talking over people in a manner that suggests that people's opinions and viewpoints are unworthy to be heard.
- Taking unearned credit for work done by someone else. Giving public credit for work well done is a respectful way to acknowledge contribution.
- Shaming or public outbursts can be threatening and have no place at City Theatre.

City Theatre's Policy Against Discrimination and Harassment also provides examples of conduct that may constitute discrimination or harassment. When someone tells you that you are engaging in oppressive behaviors, take their concerns seriously and correct your actions as appropriate. If necessary, both parties may need to immediately stop action and step away to allow for an appropriate reset. In addition, individuals are encouraged to bring concerns to the attention of City Theatre as discussed in the "So, What's Next?" section of this document.

EXTERNAL EVENTS

We extend these commitments to any on-site or off-site work-related events, including but not limited to:

- Fundraising events
- Opening/closing night parties, beer and pizza at first preview
- Staff and crew holiday parties, other after-hours social events with co-workers

What about "off the clock" behavior – do the values and principles in this Code of Conduct still apply? Whether you are officially working or not, or offsite or on campus, behavior and language have consequences. Being inappropriate around colleagues and fellow employees, regardless of the setting or situation, is not any less unacceptable just because it is not during working hours on at the job.

HOW TO HANDLE INAPPROPRIATE BEHAVIOR

There are several ways to respond when you experience discrimination, harassment, or other inappropriate behavior, including “calling someone in” and “calling someone out.”

- **Call in:** If a colleague does something that you find inappropriate, pull them to the side and take the time to foster an open and honest conversation about what transpired.
- **Call out:** If a colleague does something that you find inappropriate, address the issue outwardly, including bringing it to the attention of people listed in the “So, What’s Next?” section of this document. If you feel comfortable, you can respectfully address inappropriate conduct in front of others, especially if you believe it will protect yourself and/or your colleagues from further harm.

In many cases, you may find that “calling someone in” can be what is needed to solve a conflict. However, there may be times when you may need to “call someone out” and reach out to the people indicated. Feel free to choose the method that works best for you. Know that you may always report a concern or complaint regardless of whether you have first advised someone privately that their behavior is inappropriate.

Specific to external events: *If you **experience or observe** harassing or bullying behavior, you can feel empowered to address it directly in the moment if you choose. Some possible ways to address behavior that makes you uncomfortable:*

- Simply excuse yourself, “Oh, I see my boss is calling/gesturing to me. Have a good evening.”
- Walk away without further conversation.
- “I like a lot of personal space; I don’t like being touched.”
- “Let’s change the subject.”
- “That question is too personal.”
- “That made me uncomfortable.”

As a bystander, you can interrupt and:

- Change the subject.
- Pull the person who looks uncomfortable away for a quick “meeting.”
- Call on a third person to interrupt.

But what if?

What if the person says: “Don’t you know who I am? I am a big donor!”

All the above responses are still appropriate. You have every right to feel respected at work events, regardless of the status of the person with whom you are interacting. Retaliation against employees who stop harassment, or who make complaints in good faith, will not be tolerated.

If you do not want to address the issue yourself, please reach out to anyone on the below list with whom you feel comfortable. If appropriate, you can also request that the guest be monitored during the event. For any situation where you feel verbally or physically threatened, contact a member of the leadership team (or have your supervisor contact them): Managing Director James McNeel or Artistic Director Marc Masterson. If at any time you feel you are alone and in immediate physical danger, call 911.

After the fact, all incidents should be reported to your immediate supervisor, a member of the EDIA committee, OR Managing Director James McNeel (whoever you feel most comfortable approaching).

Board EDIA Co-Chairs Betty Cruz and Delvina Morrow are also available if you do not feel comfortable approaching the other suggested contacts.

All issues raised will be treated sensitively and with discretion by the representative you approach.

SO, WHAT'S NEXT?

City Theatre is committed to responding to concerns in a timely, thorough, and impartial manner.

If you experience any of the behavior addressed in this Code of Conduct or in City Theatre's Policy Against Discrimination and Harassment or Code of Workplace Behavior, you are strongly encouraged to reach out to anyone on the list below with whom you feel comfortable, and they will talk with you and put together a plan of action to address it.

We have suggested the following reporting structure for all employees of City Theatre.

- First reports can be made to an employee's direct supervisor. Alternately an employee may also contact the EDIA committee co-chairs (Rachel D'Amboise and Clare Drobot are currently in those roles as of the writing of this document) with concerns.

If you are uncomfortable or unable to involve any of the above or feel the matter warrants immediate organizational action, please contact:

- Managing Director James McNeel (jmcline@citytheatrecompany.org) or Artistic Director Marc Masterson (mmasterson@citytheatrecompany.org)

If you are uncomfortable approaching direct or organizational leadership, you can also access the City Theatre Board through:

- Board EDIA Co-Chairs Betty Cruz and Delvina Morrow

All issues raised will be treated sensitively and with discretion by the representative you approach.

Confidentiality will be respected to the greatest extent practicable consistent with City Theatre's obligation to investigate and resolve concerns.

Because of the sensitive and personal nature of these incidents, we ask that any individuals who are not directly involved in the investigation and/or resolution respectfully limit discussion and that all individuals refrain from engaging in rumors, gossip, and/or speculation.

City Theatre's Policy Against Harassment

City Theatre strongly encourages the prompt reporting of all incidents of harassment. If you believe that you have been subjected to sexual or other harassment, or if you have observed such harassment, City Theatre encourages you to promptly notify your supervisor or the Managing Director. If you are uncomfortable for any reason in bringing such a matter to the attention of your supervisor, or are not satisfied after bringing the matter to their attention, you should report the matter directly to the Managing Director. All visiting and/or independently contracted artists should bring concerns directly to the Managing Director. Any supervisor who receives a report of harassment must immediately notify the Managing Director. If the matter directly involves the Managing Director, you should report to the Artistic Director; if they are not available, the incident or circumstance should be conveyed to the current President of the Board of Directors.

See the City Theatre Employee Resource Guide for the full Policy Against Discrimination and Harassment.

SEXUAL MISCONDUCT RESOURCES

National Sexual Assault Hotline - 1-800-656-HOPE (4673)

Safe Horizon 24-Hr Helpline - 1-800-621-HOPE (4673)

Project Callisto

Creating technology to combat sexual assault, empower survivors, and advance justice – an online sexual assault reporting system.

Not in Our House

A Chicago-based movement founded to fight against sexual discrimination and harassment as well as gender-based violence in the theater community.

The Royal Court's "Code of Behaviour"

A comprehensive code of behavior created by the Royal Court Theatre, offering concrete steps and actions to prevent sexual harassment and abuses of power in the theater community.

RAINN

RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization. Operates the National Sexual Assault Hotline in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.

CVTC

CVTC (Crime Victims Treatment Center) is dedicated to helping survivors of interpersonal violence heal. They offer crisis intervention, individual and group trauma-focused therapy, legal advocacy, complementary therapy and psychiatric consultation. All services are confidential and completely free of charge.

The Sexual Harassment Handbook by Linda Gordon Howard

A guide by attorney Linda Gordon Howard on how to recognize and effectively deal with sexual harassment in the workplace.

The Actors Fund

Offers emergency financial assistance, affordable housing, health care and insurance counseling, senior care, secondary career development, and more for theater professionals

Human Resources for the Arts

A coalition of New York-based artists and lawyers dedicated to educating and supporting arts workers around sexual harassment issues.

The Empowering Internet Safety Guide for Women

A guide on internet safety written by women for women.

The Recovery Village: Post-Traumatic Stress Disorder

Educational materials on how to identify the signs, types, and treatments for PTSD.

City Theatre Employee Assistance Program:

Offers 100% confidential free counseling and referrals to all City Theatre staff and households. Services are available for all workplace, personal, financial, and legal matters. This is a service of UPMC, but employees do not need to be on the company health plan or be a customer of UPMC to participate. Signs are posted around campus for contact information or see Director of Finance for details.

City Theatre is grateful to the Public Theater in New York City for permission to use its Code of Conduct as inspiration and guide to this policy document. You may read the original document at: <https://publictheater.org/about/code-of-conduct2/>