

Puget Sound Revels Policy Manual

Puget Sound Revels is a community-based organization dedicated to building community through the arts using traditional music, dance, and drama drawn from many cultures. Because we focus on community and desire to provide a safe and welcoming performance space, we expect every person to treat all others with whom they come into contact while participating in Revels with respect and dignity.

ANTI HARASSMENT POLICY

Puget Sound Revels prohibits all forms of harassment and discrimination, whether due to race, color, creed, sex, religion, age, national origin, sexual orientation, gender identity or expression, citizenship, veteran or marital status, physical or mental disability, or any other legally protected basis. Harassment is a form of misconduct that undermines the integrity of the Revels values and may be a violation of the law. Therefore, it is the responsibility of every Revels participant and employee to cooperate with and assist in the implementation of this policy.

Examples of conduct specifically prohibited by Puget Sound Revels include:

- Slurs, derogatory comments, negative stereotyping or threatening, intimidating or hostile acts that relate to a person's membership in one of the categories listed above.
- Written or graphic material brought to, displayed at, or circulated in our office, rehearsal, or theater area which denigrates or shows hostility or aversion toward an individual or group because of the categories listed above.
- Vulgar or sexual comments, jokes, stories, and innuendo.
- Graphic or suggestive comments about someone's body or manner of dress.
- Gossip or questions about someone's sexual conduct or orientation.
- Leering, inappropriate or unwanted touching, and obscene or suggestive gestures.
- Displaying or accessing sexually suggestive material in any Revels environment.
- Unwelcome and repeated flirtations, request for dates, and similar actions.
- Subtle pressure for sexual activity, including unwelcome but apparently sanction-free sexual advances by staff to a volunteer.
- Solicitation or coercion of sexual activity, dates, or similar by the implied or expressed promise of preferential treatment or threat of punishment.
- Inappropriate displays of affection.
- Sexual assault.

Sometimes harassment and discrimination can be difficult to define. For this reason, we strongly encourage you to use our reporting policy set forth below without worrying about whether the conduct involved would be considered harassment or discrimination in a legal sense. If you consider the conduct to be inappropriate, report it. This Policy is intended to assist Revels in addressing conduct that may be a violation of this policy and our values, whether or not it is a violation of the law.

REPORTING HARASSMENT OR DISCRIMINATION: INVESTIGATION PROCEDURES

Participants or staff who believe that they have been subjected to harassment or discrimination, have observed conduct that may be a violation of this policy, or otherwise believe that this policy may have been violated are encouraged to address the behavior with the person[s] involved and request that the behavior stop. In addition, the participant or staff must promptly notify the Executive Director or President of the Board of Trustees of the inappropriate conduct. This applies to harassment or discrimination caused by anyone with whom a participant or staff member comes into contact as part of participation in Revels. Participants/staff must also report any harassment or discrimination directed at another person or if he/she believes another participant/staff has received more or less favorable treatment because of discrimination.

All reported incidents will be investigated under the following guidelines:

- Any reports, complaints or questions will be promptly investigated, and with information disclosed on a need-to-know basis consistent with Revels' need to investigate the complaint, address the situation, and take remedial action. This means confidential information will be disclosed only as reasonably necessary for us to investigate and respond to the complaint.
- Anyone we conclude has violated our policy or our Code of Conduct is subject to corrective action up to and including immediate removal from the Revels organization. Any action will depend upon the circumstances, including the gravity of the offense. We will take whatever action we deem appropriate and necessary to address the behavior and to prevent an offense from being repeated.
- We will not permit retaliation against anyone who makes a good faith complaint or who cooperates in good faith in an investigation.

In summary, volunteers/staff must report all incidences of harassment, discrimination, or other inappropriate behavior as soon as possible. Attached is an incident report form that you may use to report an incident, but you are not required to use that form. We want to provide you with a pleasant and productive environment, but we cannot do that if these issues are not brought to our attention. Please join us in our efforts to make Revels safe and beloved by all who participate.

POLICY PROHIBITING RETALIATION

Revels assures all of its participants and employees that they need not fear retaliation or sanctions for bringing any potential issue of harassment, discrimination or possible policy violation to our attention. Retaliation against a participant or an employee because he/she has made a complaint of harassment or discrimination, has cooperated with the investigation of a complaint, or has failed to respond to sexual advances is a violation of Revels' policy and is strictly prohibited. If any a participant or employee believes they have been subjected to retaliation in violation of this policy, or if any a participant or employee observes that another a participant or employee has been subjected to such retaliation, discrimination or harassment, such person is expected and required to report the matter immediately by using the Reporting Procedure above.

POLICY PROHIBITING VIOLENCE

Revels has zero tolerance for violence in our rehearsal, theater or any space we are gathered officially. Accordingly, the Revels prohibits and will not tolerate violent acts, including aggressive or bullying behavior, intimidation, or verbal or physical threats and gestures, stalking and the like. This includes communications made through electronic means, third persons, or in any other manner. Destruction of property is also prohibited.

In order to comply with our commitment to promote a safe environment, Revels also prohibits any type of weapons (whether concealed or unconcealed) on at any Revels premises or event.

Anyone who witnesses or has knowledge of possible violations of this Policy must immediately report it to Executive Director or President of the Board of Trustees. Revels will appropriately investigate all reports of work place violence in a prompt fashion.

Any individual acting in a violent or threatening manner, or who otherwise violates this Policy, will be subject to immediate termination and removal from the premises. The individual may also be subject to criminal prosecution.

GREEN ROOM, BACKSTAGE AND CHILDREN'S CHORUS

To ensure safety and simplify management of the Green Room; to better manage children's entrances onto (or off) the stage or into (or out of) the house; and to create consistent and predictable expectations for the children,, the following policies will apply:

All volunteers and staff working with the children will be required to submit to a background check.

The primary wrangler will be in charge and assisted by two dedicated wranglers who wrangle all the performances and rehearsals (or almost all). If we have to fill in a rehearsal or a performance slot it will be with one person who is familiar with the show and the routine (and who is vetted for child care).

Wranglers will wear badges that designate them as such. All others backstage must wear a badge or be in costume. If a person is not in costume or wearing a badge it is obvious they don't belong in the non-public part of the theater. They will be asked to return to the public part of the theater and will be escorted if necessary.

CODE OF CONDUCT

Appropriate Volunteer/Staff Conduct

This Policy Manual is furnished to all Revels participants to, among other things, inform them of expected behavior. All persons are required to conduct themselves in a professional and courteous manner at all times when interacting with other volunteers/staff. Breaches of expected behavior, as determined at Revels discretion, may result in being asked to leave the organization.

The following is a non-exhaustive list of some behaviors that constitute a breach of Revels Code of Conduct Policy (in addition to those set forth previously in this Policy):

- Failure to preserve your own safety and/or the safety of others (including the failure to report injuries, accidents, and harassment).
- Abusive language towards a staff member, volunteer, or another participant.
- Verbal, physical, or visual harassment of another participant, staff member, or volunteer, including sexual harassment.
- Actual or threatened violence toward any individual or group.
- Possession or use of alcoholic beverages or illegal drugs at Revels rehearsals or performances, or reporting to such while under the influence of drugs or alcohol.
- Possession of dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items at any Revels event (excluding props), including rehearsals, performances, or community events.
- Discourtesy or rudeness to a fellow participant, staff member, or volunteer.
- Conduct endangering the life, safety, health, or well-being of others.
- Failure to follow any Revels policy or procedure.
- Failure to cooperate with any staff member or any other designated leader.

ACKNOWLEDGMENT OF RECEIPT OF THE PUGET SOUND REVELS POLICY MANUAL

I acknowledge that I have received a copy of Puget Sound Revels Policy Manual. I have read the manual carefully and agree to abide by all policies included in this document and any future policies that may be implemented.

I further understand and agree that:

No employee or representative of Revels has any authority to enter into any agreement with me to make any agreement contrary to the policies set forth in this manual.

There have been no statements, agreements, promises, representations, or understandings made by any officer, employee, or agent of Revels inconsistent with this acknowledgment form. To the extent that any previous Revels policies or practices are inconsistent with the guidelines in this Manual, the guidelines in this Manual will take precedence.

In consideration of my involvement as staff, production staff, or volunteer, or parent I agree to conform to Revels' policies and procedures.

Date: _____

Participant's Printed Name

Participant's Signature

PS Revels Representative Signature