

Anti-Discrimination & Harassment Policy

Brown Box Theatre Project is proud of its policy of maintaining a work-environment that encourages respect for the dignity of each individual; therefore, we endeavor to maintain a work-environment free from discrimination and we do not permit unlawful harassment.

Brown Box has zero-tolerance for harassment and discrimination. Discrimination and Harassment are unlawful, and anyone found to have engaged in such conduct will be subject to disciplinary action.

Brown Box Theatre Project is committed to maintaining high standards of care and professional conduct. In addition to taking proactive steps to combat harassment and discrimination, Brown Box Theatre Project is committed to including:

- Promoting and modeling appropriate standards of conduct at all times
- Providing a fair, enforceable, and effective complaint process
- Reviewing and updating its procedures with its staff and affiliates on a regular basis.

Application

The right to freedom from discrimination and harassment extends to all employees and freelancers, including but not limited to full-time, part-time, temporary, and contracted personnel, as well as volunteers, interns, and apprentices.

It is unacceptable for members of Brown Box Theatre Project to engage in harassment or discrimination at any time. Members must be aware of their conduct at all times when dealing with clients, or individuals with whom they have professional dealings, such as students, instructors, performers, rental companies, or service providers.

This policy applies to every level of the organization and to every aspect of the workplace environment and employment relationship, including recruitment, selection, promotion, transfers, training, salaries, benefits, hiring, auditioning, and termination.

Harassment and discrimination are prohibited in all venues and aspects of Brown Box Theatre Project business, including but not limited to:

- Rehearsal
- Performances
- Meetings
- Outside work assignments
- Brown Box-sponsored social or non-social functions, events or programs
- Tour
- Social functions at which Brown Box members are present.

- Online communication (i.e. Social media, text messages, etc.).

Brown Box will endeavor to protect its members and employees from harassment and encourage and promote Brown Box venues and practice areas remaining a safe space for all.

This policy prohibits discrimination or harassment based on the following grounds:

- Gender Identity
- Gender Expression
- Sex (Including pregnancy & breastfeeding)
- Sexual orientation
- Familial Status
- Marital Status/Relationship Status
- Race
- Ethnic/National Origins
- Religious creed
- Ancestry
- Age
- Military status
- Genetic information
- Disability (including mental, physical, developmental, or learning disabilities)
- Association or relationship with a person identified by one of the above grounds.
- And any other category protected by applicable federal, state, or local law

Reporting

Brown Box takes allegations of discrimination and all harassment very seriously. We will respond promptly to reports of discrimination and harassment by following our procedures for investigation and elimination of same. If it is determined that alleged conduct rising to the level of harassment has occurred, we will act promptly impose such corrective action as necessary.

The privacy of the alleged victim will be protected to the extent possible. Brown Box will not retaliate as a result of an employee reporting harassment regardless of the outcome of the investigation. Brown Box strictly prohibits any retaliation against an individual who reports discrimination and/or harassment. Additionally, Brown Box will not tolerate retaliation against any individual who may cooperate in an investigation of a discrimination and/or harassment. All managers and supervisors have a responsibility to report prohibited behavior to a company officer, whether the conduct is reported to them or personally observed.

Handling Reports

If any member of Brown Box believes that they have been subjected to discrimination and/or harassment, that individual has the right to file a report with Brown Box Theatre Project and that report will be heard. This may be done in writing or presented verbally.

If you would like to file a report, you may do so by one of the following methods:

1. Contact your immediate supervisor (Stage manager, department head) AND/OR
2. Contact the Producer AND/OR
3. Contact Executive Artistic Director AND/OR
4. Contact the Brown Box Theatre Project Board of Directors: board@brownboxtheatre.org
OR
5. Report to our organization anonymously via our [Anonymous Reporting Form](#).

Investigation/Process of a Harassment Report

Upon receipt of any report, verbal or written, Brown Box has a comprehensive procedure by which inappropriate conduct will be dealt. We will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

The Producer shall assume the responsibility for the investigation process; making sure all actions and policies are carried out.

For additional information on our investigation processes, please contact Executive Artistic Director.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, guests, board members or donors, vendors, or volunteers, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment or termination of a business relationship. Other forms of disciplinary action may be necessary under the circumstances.

State and Federal Remedies

In addition to the aforementioned, if you believe you have been subjected to sexual harassment, you may file a formal report with either or both of the government agencies set forth below.

Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 300 days).

Massachusetts Commission Against Discrimination "MCAD"

<https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>

State of Maryland Commission on Civil Rights

<http://mccr.maryland.gov/Pages/Employment-Discrimination.aspx>

The US Equal Employment Opportunity Commission

<https://www.eeoc.gov/>

Definitions

Discrimination

“Discrimination” means any form of unequal treatment based on a code ground, whether imposing extra burdens or denying benefits. Discrimination is to distinguish, single out, or make a distinction of a class of individuals which leads to unfair or unequal treatment based on their characteristic. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups/classes of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is a factor, that is a violation of this policy.

Harassment

"Harassment" is defined as any type of conduct based on an employee or contractor's protected classes, including conduct intended to be friendly or humorous, that is unwelcome and has the purpose or effect of unreasonably interfering with an employee or contractor's work performance or creating a work environment that is intimidating, embarrassing, humiliating, degrading, hostile, offensive, unwelcomed, annoying, unwanted, or coercive to a reasonable person.

Harassment includes:

- Threats or Demands
- Epithets, remarks, jokes or innuendos related to persons' class identification.
- Harassment can be based on any of the ground of discrimination.
- Communicating, sharing, or displaying written or visual material.
- Making verbal comments that are demeaning or derogatory to a person because of their class identification.
- Materials or comments intended as humor.
- Singling out a person for humiliating or demeaning “teasing” or jokes because they are a member of a Policy-protected group.
- Comments ridiculing a person's because of characteristics that are related to a ground of discrimination. This could include comments about a person's dress, speech, or other practices that many be related to their class identification.

If a person does not explicitly object to harassing behavior, or appears to be acquiescing, does not mean that the behavior is accepted. The behavior could still be considered harassment under the definition.

Sexual and Gender-Based Harassment

Sexual and Gender-Based Harassment is considered to be a form of sexual discrimination under Title VII of the Civil Rights Act of 1964, which applies to all U.S. employers. It is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct

explicitly or implicitly affects an individual's employment, interferes with an individual's work performance or creates an intimidating, hostile, or offensive environment.

Under these definitions, direct or implied requests by anyone involved with Brown Box Theatre Project for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, awarding of contracts or fees, participation in internships or volunteer opportunities, or continued employment constitutes sexual harassment.

Sexual harassment is a form of harassment that can include but is not limited to:

- Gender-related comments about a person's physical characteristics or mannerisms.
- Paternalism based on gender which a person feels undermines their self-respect or position of responsibility.
- Unwelcome physical contact
- Suggestive or offensive remarks or innuendos about members of specific gender
- Propositions of physical intimacy
- Gender related verbal abuse, threats, or taunting
- Leering or inappropriate staring
- Offensive jokes or comments of a sexual nature about an employee or client.
- Display of sexually offensive pictures, graffiti, or other materials including electronic means.
- Demands for dates or sexual favors.

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether intentional or not, if unwelcome has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to workers of any gender or sex, and may also constitute sexual harassment.

Poisoned Environment

A "Poisoned Environment" is created by comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management) that create a discriminatory work environment. The comments or conduct need not be directed at a specific person to create a problem. Regardless of the employee's status, the comment or conduct may create an inappropriate or uncomfortable atmosphere. A single comment or action, if sufficiently serious, may create a poisoned environment.

Drug and Alcohol Policy

It is Brown Box's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees, interns, artists, volunteers and contractors are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner, free from drugs and alcohol.

While conducting business-related activities, both in production and while working on or for a Brown Box production, no employee, intern, volunteer, or contractor may use, possess, distribute, or sell drugs or medications. Over the counter (OTC) medications may be used, possessed, or shared with colleagues upon approval by Brown Box's Executive Artistic Director. To distribute OTC medication without prior approval is a violation of this policy. It is not permissible for Brown Box Staff both in production and otherwise, employee, intern, volunteer, or contractor be under the influence of alcohol or illegal drugs.

The legal use of prescribed medication is permitted on the job only if it does not impair an employee's ability to perform the essential functions of his or her job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination. Such violations may also have legal consequences and may be reported to legal authorities. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Producer without fear of reprisal.

With the touring nature of the organization, there may be instances outside of production where recreational alcohol is consumed. Once all work is completed, Brown Box representatives who are of legal age are permitted to consume alcohol responsibly.