

Anti-Harassment Policy

(last updated January 2021)

Organizational Commitment

Entropy Theatre is committed to holding all of its spaces to the highest standard of accessibility, inclusivity, and anti-racism. To help achieve this, we have created this policy with the aim of fostering spaces that are free from harassment and discrimination. We pledge to uphold this policy in every aspect of our work.

Scope

This policy applies to every individual present inside a space in which Entropy Theatre is working, performing, or otherwise sponsoring. This includes:

- All Contributing Artists (including Directors, Actors, Stage Managers, Designers, Choreographers, Dramaturgs, and any other individuals contributing to the creative process)
- Anyone Attending an Entropy Theatre Audition, or Other Event
- All Entropy Company Members
- Audience Members
- Partner Organization Staff or Contractors
- Venue Staff
- Contractors

Policy

Entropy Theatre does not tolerate acts of harassment, sexual harassment, racism, or discrimination of any kind. All or part of what is described below may create a negative environment for individuals or groups. It should be noted that a person does not have to be a direct target to be adversely affected by a negative environment. It includes conduct or comment that creates and maintains an offensive, hostile, or intimidating climate.

Acts of harassment, sexual harassment, or racism do not need to have malicious intent; the impacts on the person reporting the harassment must be addressed regardless of the intent of the action.

Creating a positive environment is a team effort, so we invite you to read the following definitions of discrimination, harassment, sexual harassment, and racism, to ensure we have a shared understanding.

Discrimination

Discrimination is the unequal treatment of another person, based on their actual or perceived race, ethnicity, religion, age, size, sex, gender identity, gender expression, socioeconomic status, disability, sexual orientation, citizenship status, geography, place of origin, marital status, familial status, or on any other facet of a person's actual or perceived identity.

Discrimination may be Direct or Indirect. Direct Discrimination is when someone has been personally denied opportunity, received unequal pay, or been otherwise treated poorly on the basis of their identity. Indirect Discrimination refers to the enactment of unjustified policies that put some groups at a disadvantage. Indirect Discrimination is often unintentional, but always unacceptable.

Harassment

Harassment is any behavior which causes distress, feelings of a lack of safety, or physical harm to another person in the space. Harassment includes, but is not limited to:

1. Inappropriate or insulting remarks, gestures, jokes, innuendoes or taunting about a person's actual or perceived race, ethnicity, religion, age, size, sex, gender identity, gender expression, socioeconomic status, disability, sexual orientation, citizenship status, geography, place of origin, marital status, familial status, or any other facet of a person's actual or perceived identity,
2. Unwanted questions or comments about a person's private life,
3. Posting or display of materials, articles, or graffiti, etc. which may cause humiliation, offence or embarrassment,
4. Any decision, feedback, comment, or note that is made, or perceived to be made, based on a person's actual or perceived race/ethnicity, religion, age, size, gender,

gender expression or identity, socioeconomic status, disability, sexual orientation, citizenship status, geography, place of origin, marital status, or familial status, or that causes discomfort to a person in the space.

Sexual Harassment

One or a series of comments or conduct of a gender-related or sexual nature that causes distress, feelings of a lack of safety, or physical harm to another person in the space. Everyone in our spaces have the right to be free from:

1. Sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement,
2. 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 of perceived or legitimate power.

Sexual harassment includes but is not limited to:

1. Unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, gender, or sexual orientation,
2. Unwanted touching or any unwanted or inappropriate physical contact,
3. Unwelcome enquiries or comments about a person's sex life or sexual orientation,
4. Leering, whistling, or other suggestive or insulting sounds,
5. Inappropriate comments about clothing, physical characteristics or activities,
6. Posting or display of materials, articles, or graffiti, etc. which is sexually oriented,
7. Requests or demands for sexual favors which include, or strongly imply, promises of rewards for complying (e.g., job advancement opportunities, and/or threats of punishment for refusal (e.g., denial of job advancement or opportunities).

Racism

Racism exists on the individual, institutional, and societal levels. Individual racism occurs when an individual with societal power and privilege holds a prejudice against others of a marginalized or minority racial identity. Institutional racism is the unfair treatment of and inequitable impacts on people of color by institutions, through policies and discriminatory treatment. Societal, or structural, racism is the treatment and representation of people of color in our history, culture, and everyday lives that results in chronic disadvantage for people of color, and upholds privilege, power, and preference for white people. Individual, institutional, and societal racism sustain each other, contributing to a cycle of racism that creates a hierarchy in favor of white people, and rampant inequity for people of color.

We include this definition of racism to acknowledge how this can contribute to the power dynamic of the space. Acts of Racism are acts perpetrated by an individual with racial privilege that include, but are not limited to:

1. Racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially-offensive symbols,
2. Any comment, remark, joke, gesture, assumption, or observation about race, color, or racial identity that causes discomfort to another person in the space, or
3. Any decision, feedback, comment, or note that is made, or perceived to be made, based on racial prejudice or that causes discomfort to a person in the space.
4. Any tokenization, fetishization, or exclusion experienced by a person of color in the space.

Theatrical Intimacy

Any Entropy Theatre production involving staged intimacy (a simulated act of a romantic, sexual, or otherwise intimate nature) will require the involvement of an Intimacy Director or Intimacy Choreographer.

Any and all staged physical intimacy will be consented to, and maintained safely throughout the rehearsal process. Intimacy choreography should never be rehearsed without a Stage Manager, Intimacy Director, and/or Director present. When rehearsing and performing intimacy

choreography, any action that has not been previously consented to by all involved performers may be considered harassment.

No video or photos of any staged intimacy should be recorded in rehearsals or performance without all performers' prior knowledge and consent.

Reporting Procedure

Addressing negative comments or actions - whether accidental or intentional - is an important part of maintaining a professional and positive environment. Therefore, we would like to share with you this Reporting Procedure. The following is a list of people who you can reach out to at any time if you feel uncomfortable or have any concerns:

INDIVIDUAL LEVEL

If you feel comfortable doing so, we encourage you to first directly address your concern with the individual(s) involved. This helps to foster an honest and open community and is often the fastest path to a resolution. If you would like assistance or mediation for this conversation, you may ask the Cast Representative, the Stage Manager, the Director, or the Intimacy Director.

PRODUCTION LEVEL

You can approach any of the following individuals at any time. The following individuals may assist you in resolving the issue using the Post-Reporting Procedure, or they may approach another party at the Production Level or Company Level of the Reporting Procedure with your consent if the report requires further action, or if they feel unequipped to handle the report for any reason.

Cast Representative

For every production, the cast will democratically appoint one ensemble member to act as a representative between the rest of the cast and the production team (including any/all Directors). This Cast Representative will be invited to attend production meetings, will be included on production communications, and will be provided with bystander intervention training.

Stage Manager

Every Stage Manager at Entropy Theatre will have completed bystander intervention training before the start of the rehearsal process.

Intimacy Director

Every Intimacy Director at Entropy Theatre will have completed bystander intervention training, implicit bias training, and mental health first aid training before the rehearsal process.

Director

Every Director, including Music Directors and Movement Director/Choreographers, at Entropy Theatre will have completed bystander intervention training and implicit bias training before the start of the casting process.

COMPANY LEVEL

You can pursue any of the following avenues for reporting at any time. The following individuals will assist you in resolving the issue using the Post-Reporting Procedure.

Any Entropy Theatre Company Member

Every Company Member at Entropy Theatre has been provided with bystander intervention training and implicit bias training. The Entropy Theatre Company Member will assist you in resolving the issue using the Post-Reporting Procedure.

Courtney Closson, Administrative Organizer

Any report involving an Entropy Theatre Company Member, or any report that has not been resolved by any of the parties listed above, may be brought to Courtney Closson, Company Member - Administrative Organizer of Entropy Theatre. Courtney Closson has received bystander intervention training, as well as extensive implicit bias training. Courtney Closson will assist you in resolving the issue using the Post-Reporting Procedure.

Anonymous Feedback Inbox

You may also choose to file a report with the Anonymous Feedback Inbox on the Entropy Theatre website. Entropy Theatre Company Members will resolve anonymous reports using the Post-Reporting Procedure and all the information provided to us. You may choose to leave contact information with your report if you would like for an Entropy Theatre Company Member to follow up with you.

Post-Reporting Procedure

All reports will be addressed in a sensitive and timely manner. We will maintain a secure documentation of all reports. We will act with discretion whenever possible.

The party you approached will collaborate with you to create a plan of action that resolves your report to your satisfaction. All parties involved will be kept informed to the extent allowable by law. The plan of action to resolve your report may include one or more of the following steps:

CONFLICT MEDIATION & SEEKING APOLOGY

Because we encourage you to approach individuals involved when it feels safe and appropriate to do so, we would like to provide you with some tips for communicating effectively, and with some guidelines for acceptable apologies. A more detailed version of these tips and guidelines is also available as a separate one sheet for you to hold onto and use as necessary. If you would like assistance with a challenging conversation, please feel free to approach a member of the Production Level of the Reporting Procedure.

Tips for Effective Communication

- **“I” Statements:** Speak to your own feelings, needs, observations, and requests..
- **Assume Best Intent, Address Impact:** We can assume that everyone is here with the intention to support each other and create together, but we need to take responsibility for the impact we have on those around us. Instead of guessing at others’ intentions, or defending our own, let’s focus our *actions* and on the impact they have.
- **Our Boundaries Are Perfect:** A conversation should never be a negotiation of your or someone else’s boundaries. Our boundaries are exactly right just where they are. When we communicate about them, we should be talking about how we can best respect each others’ boundaries, never how to move or adjust them.
- **Leave Room for Breath:** Like in everything we do, we need to leave room for breath in these conversations. Conflict communication can cause panic responses and increased stress levels, which can negatively affect you and your ability to communicate effectively. Counteract those effects by breathing deeply, and taking a break from the conversation whenever you need to.

Guidelines for Apologizing

- No but's, No Excuses (*not even "I didn't mean to."*)
- Apologize for your Actions, not for their Feelings (*"I'm sorry I did that", not "I'm sorry you're angry."*)
- Include a Corrective Action, a Plan for Moving Forward
- Given without any Expectations

NEXT STEPS

The following are next steps that may be included in the action plan that resolves your report. No steps will be taken without your consent, and further steps will be taken until you feel a satisfactory resolution has been found.

- **Mitigation** of the Problem (*Solutions in this category may include things like accompanying you to the T or to your car, switching your dressing room, adjusting your rehearsal schedule, etc.*)
- **Assigned Learning** for the offending party, such as additional required reading on allyship, or microaggressions towards a specific community.
- **Reporting** the incident to the Manager of the offending party, such as a Venue Manager, etc. (*Although Entropy Theatre may not be in control of the consequences for a party not in direct contract with us, we will follow up and pursue a resolution with someone who does have that power.*)
- **Termination** of the relationship and/or contract with the offending party
- **Immediate Dismissal** of the offending party from the space
- Identifying another party in the Reporting Procedure to report to
- **Reporting** the incident to outside authorities, with your consent

Retaliation

Entropy Theatre encourages reporting of all perceived incidents of discrimination or harassment. Entropy Theatre prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

No hardship, loss, benefit or penalty may be imposed in response to:

- Filing or responding to a report of discrimination or harassment
- Collaborating with someone to corroborate or resolve a report

The above actions will in no way be used against the contracted artist or have an adverse impact on the individual's status or reputation with Entropy Theatre.

Any contracted artist who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of contract.

Further Resources

A complaint may include allegations of civil or criminal misconduct or liability, and may require legal advice or action. A violation of civil rights should be reported to the **Massachusetts Attorney General**: <https://www.mass.gov/orgs/office-of-attorney-general-maura-healey>.

If you feel you have been discriminated against at work, you may file a charge with the **US Equal Employment Opportunity Commission**. The EEOC also offers resources on fair employment practices at [eeoc.gov](https://www.eeoc.gov).

The Black Theatre Network provides opportunities for networking, connection, and development to Black theatre artists at blacktheatrenetwork.org.

The **Latinx Theatre Commons** on HowlRound provides a meeting place and other resources to Latinx theatre artists at <https://howlround.com/ltc>.

The **Consortium of Asian American Theaters and Artists** offers community and resources to Asian American theatre artists at caata.net. An aligning organization based in Boston is **Asian American Theatre Artists of Boston** (aataboston.wordpress.com/).

StageSource offers resources for theatre artists on Anti-Racism, Gender Parity, Harassment Prevention, and more at [StageSource.org](https://stagesource.org).

The National Alliance on Mental Illness has a mental health emergency hotline (available Monday through Friday, 10:00 am to 6:00 pm EST) at 1-800-950-6264.

Substance Abuse and Mental Health Services Administration (SAMHSA) has a mental health emergency hotline available 24 hours a day at 1-800-662-4357.

The National Institute of Mental Health has an emergency mental health hotline (available Monday-Friday 8:30 am to 5:00 pm EST) at 1-866-615-6464, and an online chat option at [nimh.nih.gov](https://www.nimh.nih.gov).

Impact Boston has resources for survivors of abuse and trauma, and more, available at impactboston.org.