

The Audrey Herman Spotlighters Theatre: Code of Conduct

Code of Conduct Summary:

The Audrey Herman Spotlighters Theatre is a non-profit, artistic performance and education space, and strongly supports the rights of all its employees, performers, production staff, and volunteers to work in an environment free from all forms of discrimination or harassment on the basis of race, color, religion, sex, gender identity/expression, sexual orientation, marital status, national origin, ancestry, citizenship, age, disability, status as a covered veteran, or other protected criteria under Local, State, or Federal Law. Discrimination, harassment, or intimidation of any person, including but not limited to an employee, volunteer, intern, student, or patron will not be tolerated and may be grounds for removal from participation with the organization as determined by the Board of Directors.

Spotlighters Theatre Code of Conduct and Harassment Policy

1.0 Introduction

This Code of Conduct is designed to define the Audrey Herman Spotlighters Theatre's (Spotlighters Theatre) expectations on how employees, performers, production staff, and all volunteers must conduct themselves while involved in the activities of the organization. Everyone has the right to participate in an environment that is physically and emotionally safe. Spotlighters is firmly committed to providing a safe space to all employees, performers, production staff, volunteers, and patrons.

1.1 Aim

Spotlighters Theatre is committed to ensuring the integrity and highest ethical standards in respect of our members, our staff and our volunteers. Underlying this commitment is the need for Spotlighters Theatre to ensure that all persons contributing to the success of Spotlighters act with dignity, honesty, integrity, and respect towards others.

We also seek to understand harassment as it pertains to the theatre, provide procedures to prevent it, and outline recourse when it occurs. We recognize the potential for harassment in rehearsal, during performance, and outside the theatre among participants, staff, board, and audience members. We acknowledge theatre environments can court confusion about the difference between chemistry, artistic freedom, and harassment; we believe participants can be bold and live "in the moment" of theatrical material while maintaining choreography, fellow participants' safety, and agreed-upon boundaries.

Every employee, performer, production staff, and volunteer of Spotlighters Theatre is expected to perform their role in accordance with this Code of Conduct.

1.2 Document Distribution

Spotlighters Theatre will provide all *employees* with a copy of this document at the time of hire. We will strive to provide all new *persons involved with a production* a copy of this document no later than the first week of rehearsal. We will provide *volunteers*, including board members and others in governance positions, a copy within one week of assuming their position. We will provide *any interested party* with a copy of this Code, when requested. A copy of the Code of Conduct can be found on the theatre's website at www.spotlighters.org. If any person has a question on the Code they should consult the Executive Director, a member of the Board of Directors, or one of the production's Producers.

This document may be amended from time to time, as necessary. Changes will be expected to be followed. This document is not designed to be exhaustive, but all involved in Spotlighters activities will be expected to uphold both the letter and spirit.

1.3 Expectations

In addition to complying with the above, all employees, production staff, performers, and volunteers are expected to:

- Treat everyone with dignity and courtesy;
- Be fair, considerate, and honest in all dealings with others;
- Display control, respect, and professionalism in all activities;
- Observe proper meeting conduct and protocols;
- Be courteous in dealings with other Spotlighters people;
- Control their temper: verbal abuse of others at Spotlighters activities is unacceptable; and
- Not behave in any manner, or engage in any activity, while on Spotlighters business which is likely to impair positive public perception of Spotlighters and its members.

2.0 Policy Against Workplace Harassment

In keeping with its commitment to its staff, volunteers, actors, crew, etc., Spotlighters Theatre will not tolerate harassment in any form in its workplace or workplace relationships for purposes of this policy. Harassment includes, but is not limited to unwelcome conduct, whether verbal, physical, or visual, which threatens, intimidates, or coerces an employee, co-worker, volunteer, or any other person working for or on behalf of Spotlighters Theatre (including racial or ethnic slurs). Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual, or electronic material, or offensive physical actions.

Theatre engages the full spectrum of humanity. Telling the stories of complex human experience often includes representations of violence, racism, homophobia, abuse, and other challenging content. We seek an ethical atmosphere when engaging in this content, working with diverse groups of participants, and particularly when producing culturally sensitive work. Spotlighters Theatre seeks to create respectful, safe, and equitable environments, and promotes color-blind and gender-blind casting, as material licenses allow. Whenever possible, diversity and inclusion should be considered both in casting and in assembling production and design teams. In particular,

culturally specific work should seek production personnel who can speak to that cultural experience.

Spotlighters' commitment begins with the recognition and acknowledgement that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Spotlighters has developed this policy against harassment and a reporting procedure for employees and volunteers who have been subjected to or witnessed harassment. This policy applies to all settings and activities, whether inside or outside the Theatre, and includes fund-raising and social events. Spotlighters Theatre's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Spotlighters Theatre's policy against harassment covers employees, volunteers, and other individuals who have a relationship with Spotlighters Theatre which enables Spotlighters Theatre to exercise some control over the conduct in places and activities that relate to Spotlighters Theatre's work. (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Clear boundaries should be established and agreed upon among all participants involved, both in rehearsals and performance, particularly in scenes depicting violence, sex, intimate contact, abuse, or gestures of intimacy. For reference, according to the U.S. Equal Employment Opportunity Commission (EEOC), sexual harassment is described as follows:

It is unlawful to harass a person (an applicant or employee) because of that person's sex [sic]. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex or gender. For example, it is illegal to harass a woman by making offensive comments about women in general.

Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex or gender.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

The EEOC covers "employees" only, not contractors and volunteers. For that reason, this document seeks to provide a definition for sexual harassment in the theatrical workplace for participants not covered by EEOC laws and other regulations, and to provide an understanding of and sensitivity to the nuances of a theatrical workplace. Harassment in a broader sense includes, but is not limited to:

- Inappropriate or insulting remarks, gestures, jokes, or innuendoes or taunting about a person's gender, gender identity, sexual identity, racial or ethnic background, color, place of birth, citizenship, ancestry, creed, or ability;
- Persistent unwanted questions or comments about a participant's private life outside the boundaries of consent established in rehearsal; and
- Posting or displaying materials, articles, graffiti, and so on, which may cause humiliation, offense, or embarrassment on prohibited grounds that are outside the parameters of the production. A production about pornography, violence, or racism may involve such images in the rehearsal space or in a dramaturgy packet, but such images are not appropriate for open display in dressing rooms, bathrooms, or other similar spaces.

2.1 Prohibition of Sexual Harassment

Spotlighters Theatre's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when:

- Submission to such conduct is made an express or implicit condition of employment;
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive work environment.

In a theatrical context, harassment can be additionally defined as one or a series of comments or conduct of a gender-related or sexual nature outside the boundaries of consent or production content, which is known or ought reasonably to be known as unwelcome/unwanted, offensive, intimidating, hostile, or inappropriate. It is worth noting that the higher the emotional/sexual risk a production asks of its artists, the greater the diligence of each member of production and artistic staffs is needed to foster an environment of emotional safety.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples *when occurring outside the boundaries of consent or production content*:

- Unwelcomed sexual advances – whether they involve physical touching or not;
- Coerced sexual acts;
- Requests or demands for sexual favors, especially those that include, or 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);
- Unwelcome remarks, jokes, innuendoes, or taunts about a person's body, attire, gender, or sexual orientation;
- Stereotyping of race, color, religion, sex, gender identity/expression, sexual orientation, marital status, national origin, ancestry, citizenship, age, disability or other protected criteria under State or Federal Law;
- Any unwanted or inappropriate physical contact such as touching, kissing, massaging, patting, hugging, or pinching;

- Unwelcome inquiries or comments about a person's sex life or sexual preference;
- Leering, whistling, or other suggestive or insulting sounds;
- Inappropriate comments about clothing, physical characteristics, or activities;
- Posting or displaying materials, articles, or graffiti that is sexually oriented;
- Attempting to engage in sexual behaviors offstage that are choreographed for the stage;
- Suggesting an actor who appears naked onstage or in rehearsal is not allowed physical boundaries and/or privacy backstage or in the dressing room and/or not respecting those boundaries;
- Intentional failure to observe the dressing room standards laid out in this document;
- Inviting an actor to rehearse sexual content outside of scheduled rehearsals;
- Repeated invitation/suggestion to take relationships of a sexual nature beyond the stage;
- Using the text of a production that is sexual, violent, threatening, or offensive in offstage discourse;
- Improvising sexual content without expressed consent.

Depending on the circumstances, the following conduct may also constitute sexual harassment:

- Use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- Sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner;
- Sexual gestures or sexually suggestive comments;
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

All persons have the right to be free from:

- Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement outside production content;
- 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 to grant, confer, or deny a benefit or advancement outside production content.

Spotlighters Theatre reserves the right to deny participation in any production to any person on the national or Maryland State registry of sex offenders (tier levels 1, 2, and 3), particularly if the production involves minors. In addition, Spotlighters Theatre reserves the right to deny participation to any person who has been charged or convicted of a crime involving sexual abuse but is not on a sex offender registry.

It is also unlawful and expressly against Spotlighters Theatre’s policy to retaliate against an employee or volunteer for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

2.2 Other Prohibited Behavior

It is also against Spotlighters Theatre’s policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, gender identity/expression, sexual orientation, marital status, national origin, ancestry, citizenship, age, disability, status as a covered veteran, or other protected criteria under Local, State, or Federal Law (or that of the individual’s relatives, friends, or associates) that:

- Has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment;
- Has the purpose or effect of unreasonably interfering with an individual’s performance; or
- Otherwise adversely affects an individual’s opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment:

- Epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, religion, sex, gender identity/expression, sexual orientation, national origin, ancestry, citizenship, age, or disability; and
- Written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, religion, sex, gender identity/expression, sexual orientation, marital status, national origin, ancestry, citizenship, age, disability, and that is circulated anywhere in Spotlighters Theatre’s premises such as on an employee’s desk or workspace or on Spotlighters Theatre’s equipment, bulletin boards or walls.

Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

Equally, Spotlighters Theatre will not tolerate bullying. Bullying is behavior that intimidates, offends, degrades, insults, or humiliates another person. Bullying can be physical or psychological.

Examples of bullying include:

- Aggressive or frightening behavior;
- Threats of assault against a colleague or damage to their property or equipment;
- Rude comments;
- Standing in someone’s way or deliberately blocking their path in an intimidating manner.

Any of the behaviors outlined here have the potential to 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 is understood that creative atmospheres are not always “emotionally sanitary”—they can safely be bawdy, profane, vulgar, and challenging. We assert that having (a) a practice of building consent and (b) an environment that allows for response

to clear boundary violations can broaden our opportunity to be challenging and fearless in our work.

Concerns about harassment, safety, or a negative environment should be reported, and all concerns should be treated with the utmost respect for the safety and well-being of all participants.

It is also against Spotlighters Theatre’s policy to retaliate against an employee or volunteer for filing a complaint of discriminatory harassment or for cooperating with an investigation of a complaint of discriminatory harassment.

3.0 Sexual Content and Nudity

Sexual Content and Nudity (SC/N) require careful consideration as early as the season selection process. Artists in scenes with SC/N take great personal risk, and our goal is to allow them to take that risk in an environment that is as safe, supportive, and comfortable as possible. SC/N should only be included in a production when it can be done responsibly and according to the following recommendations. We seek to replicate the conditions, detail and documentation and accountability traditionally employed for fight choreography for scenes with sexual choreography. The services of an Intimacy Choreographer should be retained, and they should be certified whenever possible.

Preproduction and Auditions

- SC/N should not be required or requested at any audition;
- Actors performing nude must be at least 18 years old, and should provide proof of age at the audition;
- Actors who will be asked to perform SC/N as part of the production should confirm consent at the time of audition to performing SC/N in the production and rehearsals.

Rehearsal

- Prior to rehearsing scenes with SC/N, the actors, director, choreographer, and stage manager should discuss the content and create consent for the rehearsal. Participants should build consent and discuss boundaries before rehearsing scenes with SC/N. A safe word (such as “hold”) should be established for SC/N rehearsals;
- Initial SC/N rehearsals should be closed, such that only participants involved in the scene are present. SC/N rehearsals should be opened after agreement by the stage manager, director, and actors involved. The stage manager should be present at all rehearsals where SC/N is rehearsed;
- Stage managers should document the terms of consent and details of sexual choreography;
- Actors performing nude scenes should be allowed to have and wear robes or other coverings when not rehearsing;
- Actors should have the option to decline SC/N elements added after audition disclosure;
- Nude actors should not be photographed or recorded on video at any time during rehearsal, tech, or performance.

Tech

- Nudity during technical rehearsals should be limited to those times when it is absolutely necessary. Flesh-colored clothing or a robe may be worn when nudity is not required;
- Technical rehearsals should be closed to visitors during scenes with SC/N;

- The stage manager should be vigilant in identifying and resolving potential physical hazards for nude actors, such as splinters and rough edges.

Performance

- Only participants whose presence is required should be present in the wings or in any backstage space with a view of the stage. Gawkers will not be permitted.

Minors should not be involved in productions that contain SC/N unless casting of a minor is necessary for the script. Use of minors for tech crew on a show with SC/N is strongly discouraged. In the event that a minor is involved in a show with SC/N as cast or crew, the minor's parent or legal guardian must be notified, provided a script, and submit written approval in advance for the minor to participate in the production.

4.0 Consent

We believe that building consent among participants is an important part of creating an atmosphere of trust and communication. We intend to recognize the following practices when building consent among participants:

- A consent-building conversation should specify the range of contact that is acceptable (e.g., anything but bikini area is within the range, or kissing is always closed mouth, etc.);
- The boundaries may change over the rehearsal process, either narrowing or broadening, but any change to the boundaries should be discussed and agreed upon by all parties before the rehearsal;
- There should be an opportunity to discuss potential boundary violations at the end of each rehearsal and performance;
- The agreed-upon structure of intimate contact should be maintained once a show is in production;
- Actors should inform the stage manager and their scene partner(s) if they are sick (sore throat, cold sore, etc.), and alternate choreography should be defined for sick days;
- SC/N should be disclosed in notices and invitations and at auditions;
- Precast actors or hired designers should be made aware of SC/N prior to accepting their roles;
- Designers should receive disclosure of SC/N and known design requirements;
- When sexual choreography is required, prospective participants can be auditioned using nonsexual choreography to determine physical control;
- Discussions around sensitive requirements and how they will be handled should begin during preproduction meetings;
- Intimacy Choreographers should be engaged for the production and included in pre-production meetings;
- The producer should standardize communication and protocols with directors requiring SC/N;
- Robes should be provided and regularly laundered for all actors who will appear nude;
- Actors, directors, and choreographers should have equal status in devising SC/N scenes;
- A time limit for rehearsing SC/N should be established and communicated;
- Backstage areas and dressing rooms should provide reasonable accommodations for modesty/privacy.

5.0 Diversity, Inclusion and Representation

We make the following commitments to all participants who work with us:

- When invited to audition, prospective participants have the right to make inquiries about how their cultural identity will be used within the production, particularly when the work will be devised (when there is no script at the time of audition). Inquiries will receive a thoughtful response and will remain confidential;
- Sometimes a potential participant discovers in the course of auditioning that they are uncomfortable with production elements as it relates to their personhood. Potential participants have the right to decline casting offers without fear of reprisal such as losing future opportunities. It is not the participant's responsibility to explain why they chose to decline an offer;
- During the rehearsal process, participants should voice concern if they feel uncomfortable with the use of their cultural personhood, which may include:
 - Costume pieces that can reasonably be understood as culturally demeaning, which were not disclosed at audition/casting, and could not have been expected by a reading of the script or otherwise available materials;
 - Staging (culturally based violence or abuse, for example), which was not disclosed at the time of audition/casting;
 - Accents or dialects to underscore a cultural representation not disclosed at the time of auditions/casting;
 - Make-up that can reasonably be described as “black face,” “brown face,” or similar portrayal, which was not disclosed at the time of audition/casting;
- When staging scenes of cultural violence, or other culturally charged narratives and language, we will follow the same practice of consent building outlined in the Sexual Content and Nudity standard. Disclosure of this type of performance will be made at the audition, and the emotional risk associated will be recognized throughout the process;
- We ask that all actors, crew, etc. with requests for the use of specific gender pronouns, alert the director and stage manager prior to the first rehearsal, so that the entire cast and production staff can be made aware and use the correct identifier. All persons are expected to respectfully use the gender pronouns with which an individual has identified for themselves;
- We seek to address concerns with generosity and humility through the channels of the Concern Resolution Path as outlined in this document.

6.0 Dressing Rooms

Performers need time and space to prepare for a performance. The space provided for this preparation should be safe, respectful, and wherever possible, private. Spotlighters Theatre endeavors to create a dressing room environment where all inhabitants recognize these values and participate in fostering a safe place for artists to prepare.

- Reasonable accommodations have been made to respect individual modesty, and designated space for participants to change clothes and prepare for their performance. This space will be referred to as a “Dressing Room,” even if it is not an entire room;

- The “Dressing Rooms” at Spotlighters Theater are currently defined as the area adjacent to the “Green Room” with makeup tables and mirrors that are separated from the main space by curtains. The remainder of the “Green Room” is not considered “Dressing Rooms;”
- Minors under the age of eighteen (18) should be given private changing room accommodations whenever possible;
- Non-actors (with the exception of the stage manager and wardrobe staff) should not be allowed in the “Dressing Room” during the thirty (30) minutes before the performance is scheduled to begin and the thirty (30) minutes after the performance has ended. In the event that this is not possible, communication between the dressing room inhabitants and those who need to pass through is encouraged to establish the least intrusive way to share the space. Non-crew are not allowed back stage, including parents;
- Recording by any means, and posting any recordings or photos online, should not be permitted in the dressing room, without the prior consent of all individuals present;
- Reasonable accommodations should be made to respect the preferences of all participants sharing a dressing room, particularly in regard to the discussion of reviews or who might be in the audience;
- Inhabitants of dressing rooms should respect the property and personhood of fellow inhabitants by limiting their use of perfumes, smelly or messy food, and behavior such as talking on cellphones, playing music (without consulting dressing room mates), or other similar activities;
- Any concerns related to the dressing rooms should be resolved (a) between its inhabitants, (b) with the consultation of the Stage Manager;
- Dressing room space should accommodate a reasonable amount of participants’ personal belongings;
- Where separate dressing and restrooms are available for men and women, actors should be allowed to occupy the dressing room in accordance with their gender identification.

7.0 Protection of Minors

As a teaching theatre that educates children, casts them in production, and enlists them as members of the backstage crew, Spotlighters Theatre requires that all adults behave in an appropriate manner when dealing with minors. Spotlighters theatre desires an atmosphere that is conducive to learning and growth when children are involved. All adults involved in productions with minors shall:

- Adhere to all previously outlined policies regarding harassment of all types;
- Treat minors with respect;
- Refrain from offensive or objectionable language;
- Report any unruly or unacceptable behavior by the minor to the stage manager (Only parents or legal guardians may discipline a minor).

We make the following commitments to all parents/legal guardians of minors who work with us:

- All employees and staff (Teachers, Education Director, etc.) of the Education Program will be fully vetted and have a background check before hiring;
- One parent/legal guardian of minors cast in shows will be permitted to sit in the auditorium during rehearsals;

- A full script will be provided for review to parents/legal guardians of minors involved directly with productions as cast or crew for any material that could be deemed “offensive.”

Due to the hectic nature and small space, no parent or legal guardian will be permitted back stage at any point in the production process.

8.0 Reporting Harassment

8.1 Reporting

The first step for conflict resolution should be a respectful conversation and discussion between involved parties, if possible. Realizing that this is not always feasible, the next step should be reporting the negative behavior. If you believe that you have experienced or witnessed sexual or discriminatory harassment by an employee, board member, or volunteer of Spotlighters Theatre, you should report the incident immediately to your supervisor, the Executive Director, one of the production's Producers, or a member of the Spotlighters Theatre Board of Directors in the first instance for immediate and confidential assistance. Possible harassment by others with whom the Spotlighters Theatre has a business relationship, including customers, vendors, and patrons, should be reported as soon as possible so that the appropriate action can be taken.

8.2 Investigation

Spotlighters Theatre will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The reporting party should expect a written or verbal acknowledgement of the report within seven (7) calendar days. The subsequent investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Spotlighters Theatre's goal is to conduct a thorough investigation, to determine whether harassment has occurred, and to determine what action to take if it is determined that improper behavior occurred. The Board of Directors of Spotlighters Theatre is committed to uphold both the letter and spirit of this Code and the mediation and resolution of any grievance in an expeditious manner with transparency of the process.

8.3 Action

If Spotlighters Theatre determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and terminations. Employees and volunteers who report violations of this policy and/or cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Spotlighters Theatre will inform the employee or volunteer who made the complaint of the results of the investigation.

8.4 Mediation

If the decision or response of the Board is not satisfactory to the reporting party, then the parties may agree to proceed to mediation. Mediation is a type of alternative dispute resolution to litigation. Unlike litigation, where a judge has the final say on the outcome of a dispute, mediation is a process in which a mediator, who is a neutral third party, helps parties resolve their dispute together. There are no plaintiffs or defendants in mediation, just parties seeking to resolve their conflict. Mediation can preserve the parties' working relationships in the arts and entertainment industries. These industries tend to be small and the parties will likely encounter each other over and over again. By improving the parties' relationship, mediation makes it possible for the parties to work together again if they so choose. Mediation is only binding if both parties come to an agreement and sign a Memorandum of Understanding (MOU). Then both parties are bound to the terms of the MOU, as with any written contract.

Since a request for mediation constitutes an insurance claim, Spotlighters' Insurance Carrier will recommend or identify acceptable mediators, and the cost would be covered by the policy.

9.0 Compliance

Compliance with this policy is a mandatory condition of each employee's employment and volunteer's participation. Employees and volunteers are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Executive Director. In the case where the allegation of harassment is against the Executive Director, please notify the Board President.

**AUDREY HERMAN SPOTLIGHTERS THEATRE
CODE OF CONDUCT
ACKNOWLEDGMENT**

I hereby acknowledge that I have read, understand, and will follow the policies outlined in the Spotlighters Code of Conduct. I affirm that I am at least eighteen (18) years of age, or I have obtained the required consent of a parent/legal guardian as evidenced by the signatures below.

Name (printed): _____

Signature: _____

Date: _____

If under 18 years of age:

Parent/Guardian Name: _____

Signature: _____

Date: _____

*The Audrey Herman Spotlighters Theatre accepts signed forms that are scanned and submitted as *.pdf documents. The Audrey Herman Spotlighters Theatre and you agree that your digital signature and/or your submission on an electronic copy of this Acknowledgement constitutes acceptance of the terms herein and is the same as your original signature.*

**AUDREY HERMAN SPOTLIGHTERS THEATRE
PHOTO / VIDEO RELEASE FORM**

I hereby grant the Spotlighters Theatre permission to use my likeness in a photograph, video, or other digital media (“photo”) in any and all of its publications, including web-based publications, without payment or other consideration.

I understand and agree that all photos will become the property of the Spotlighters Theatre and will not be returned.

I hereby irrevocably authorize the Spotlighters Theatre to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

I hereby hold harmless, release, and forever discharge the Spotlighters Theatre from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I HAVE READ AND UNDERSTAND THE ABOVE PHOTO / VIDEO RELEASE, AND I ACCEPT THE TERMS THEREIN. I AFFIRM THAT I AM AT LEAST EIGHTEEN (18) YEARS OF AGE, OR, IF I AM UNDER 18 YEARS OF AGE, I HAVE OBTAINED THE REQUIRED CONSENT OF A PARENT / GUARDIAN AS EVIDENCED BY THE SIGNATURE BELOW.

Name (printed): _____

Signature: _____

Date: _____

If under 18 years of age:

Parent/Guardian Name: _____

Signature: _____

Date: _____

*The Audrey Herman Spotlighters Theatre accepts signed forms that are scanned and submitted as *.pdf documents. The Audrey Herman Spotlighters Theatre and you agree that your digital signature and/or your submission on an electronic copy of this Photo/Video Release constitutes acceptance of the terms herein and is the same as your original signature.*

Document Source Materials:

- Chicago Theatre Standards,*
- National Council of Nonprofit Associations Employee Handbook,*
- Not in Our House DC, DC Theatre Standards 2018 (Draft),*
- Vagabonds Players, Inc.,*
- Volunteer Lawyers for the Arts,*
- Audrey Herman Spotlighters Theatre Code of Conduct Policy Committee,*
- Additional Community and Board of Director Input.*