

Junior Theatre, Incorporated

Workplace Policies and Procedures Handbook for Volunteers, Employees, and Contractors Updated 5/1/2022

- I. **Equal Opportunity:** Teamwork and success are built on a foundation of equality. For these and other reasons, Junior Theatre Incorporated strives to provide equal opportunity for all employees, contractors, and volunteers, and is committed to providing a work environment free of discrimination and harassment for its employees and its volunteers.
 - A. **Discrimination Prohibited:** Preventing discrimination begins with respect for and adherence to the law. Therefore, discrimination against individuals on the basis of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, sexual orientation, or any other status or condition protected by applicable federal, state or local laws, except where a bona fide occupational qualification applies, is strictly prohibited.
- II. **Background Checks:** Any and all contracts or offers of employment will be considered provisional until such time that a criminal background check has been completed with satisfactory results.
- III. **Harassment:** Verbal, physical, sexual or any other form of harassment that belittles or demeans any individual on the basis of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, sexual orientation, or any other status or condition protected by applicable federal, state or local laws is also strictly prohibited. Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or experience or creating an environment that is hostile, intimidating or offensive. Sexual advances; requests or demands for sexual favors; physical conduct of a sexual or harassing nature; sexual, racial, ethnic, national origin, disability or religious jokes; sexual, racial, ethnic, national origin, disability or religious slurs; and other harassing language or conduct that is meant to intimidate or that negatively impacts an employee's work environment is strictly prohibited.
 - A. **Reporting Concerns Regarding Harassment or Discrimination:** If you believe you are discriminated against or have been subjected to harassment, or if you know or suspect discrimination or harassment to another employee or workplace participant, you must report it immediately to the President of the Board of Directors. If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to any other member of the Board of Directors. Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experience wrongdoing, like discrimination or harassment, you must make a reasonable effort to make the wrongdoing known as soon as possible. Discussing or reporting acts of discrimination or harassment to any person not listed above does not constitute a report.
 - B. **Retaliation Prohibited:** If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it. Any employee or workplace participant that retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to harassment, discrimination, bullying or any other unfair treatment or abuse of power.
 - C. **Workplace Investigations:** If warranted, Junior Theatre, Inc. will investigate credible allegations of discrimination, including harassment. Junior Theatre, Inc. may use third parties to investigate allegations of discrimination. All employees have a responsibility to cooperate fully with any investigation. Unreasonable refusal to participate in an investigation of a complaint of discrimination may lead to discipline.
 - D. **False Claims Prohibited:** Any employee or workplace participant that makes a knowingly false claim of workplace wrongdoing, like a knowingly false claim of discrimination or harassment, will be subject to discipline or termination.
- IV. **At-Will Employment Notice:** All employees are at-will employees, and nothing in these policies shall constitute a contract guaranteeing employment or compensation for any specific period of time. As an at-will

employee, any employee or volunteer can have their employment terminated by Junior Theatre at any time with or without cause, reason, and/or notice. Nothing contained in any workplace policy or rule of Junior Theatre, and no verbal statements or promises made by employees or agents of Junior Theatre, Inc. shall alter the at-will employment relationship between any employee or volunteer and Junior Theatre, Inc., nor restrict the option of any employee, volunteer, or Junior Theatre Incorporated to terminate the employment relationship.

Furthermore, no manager, supervisor, Board member, or other organization representative or agent, including any representative or agent with hiring authority, other than the President or Treasurer of the Board of Directors, has the authority to enter into any agreement or contract for employment for any specified duration, or to make any agreement, promise, guarantee or commitment that contradicts the above. Any agreement that contradicts your at-will status must be entered into by the President of the Board of Directors or the Treasurer, and will not be enforceable unless it is in writing and signed by you and by the President of the Board or the Treasurer. The agreement must specifically state that the at-will relationship between you and Junior Theatre, Inc. has changed and a new standard is to be applied.

- V. **Grievance Procedure:** All parties should attempt to resolve all problems whenever possible, before filing a grievance. Open communication is encouraged to prevent situations where grievances become necessary. When that method fails, the following procedure must be precisely followed.
- A. Within five working days after the employee, contractor, or volunteer has identified the grievance, he or she shall approach the producer of the show and discuss the specific act or condition and the grounds upon which the grievance is based. If you have a grievance with the producer of the show you may skip this step (but only in this instance).
 - B. If the matter is not resolved within five working days after this meeting, the employee, contractor, or volunteer shall present the grievance to the Board President. To initiate a formal grievance, the grievant must write out and present to the Board President a statement which includes all of the following:
 1. The specific actions which resulted in a grievance, including the date or dates upon which it occurred,
 2. Any witnesses who may have witnessed the alleged action, and
 3. What policy or policies the grievant believes were violated.If the grievance directly involves the Board President, then the grievance should be filed with the Vice President who shall fulfill all duties that would otherwise be assigned to the President under this policy.
 - C. If the Board President determines all necessary components have been included in the written grievance, he or she will investigate the situation. The Board President will communicate his or her decision to the grievant in writing within ten working days. The decision of the Board President shall be considered final.
 - D. For instances involving harassment, employees, contractors, or volunteers are required to follow the harassment policies in lieu of the grievance procedure.
 - E. Failure to abide by any of the deadlines involved in this procedure will result in dismissal of the grievance.
- VI. **Investigation Cooperation:** Junior Theatre, Incorporated may find it necessary to conduct an investigation. If it does, each employee, contractor, or volunteer is expected as a condition of employment to cooperate in any such investigation including submitting to searches of person or property. Failure to cooperate in such an investigation subjects an employee, contractor, or volunteer to disciplinary action up to and including termination.
- VII. **Conduct and Work Rules:** To assure orderly operations and provide the best possible environment, Junior Theatre Incorporated expects everyone to follow rules of conduct that will protect the interests and safety of all contractors, employees, and volunteers. It is not possible to list all the forms of behavior that are considered unacceptable, but the following are examples of infractions of rules of conduct that may result in disciplinary action, including suspension or termination of employment.
- A. Theft or inappropriate removal or possession of property
 - B. Fighting or threatening violence in the work place
 - C. Boisterous or disruptive activity in the work place
 - D. Negligence or improper conduct leading to damage of Junior Theatreowned property or public property
 - E. Insubordination or other disrespectful conduct
 - F. Violation of safety or health rules
 - G. Possession of dangerous or unauthorized materials, such as explosives or firearms
 - H. Failure to perform work or contract duties
 - I. Unauthorized use of computers, telephones, mail system, or other equipment
 - J. Unsatisfactory performance or conduct
 - K. Falsification of time records, work records, or other documents

- L. Possession, distribution, sale, transfer or use of alcohol or illegal controlled substances, look alike drugs or drug paraphernalia while on duty
- M. Working under the influence of alcohol or illegal controlled substances
- N. Sexual or other unlawful harassment
- O. Unauthorized disclosure of confidential information
- P. Conduct which Junior Theatre Incorporated feels reflects adversely on the person or the organization.

There may be grounds for discipline other than those discussed above. This discussion is not meant to be inclusive or to limit in any way Junior Theatre, Incorporated's freedom to terminate an employee at any time for any reason with or without advance notice.

VIII. Standards of Conduct: Positive strategies will be used to support children's development in all JT, Inc. programs. This includes the communication of expectations to children, their parents, and other adults about physical and emotional safety; respecting others, the environment, and self; and types of behaviors that will and will not be tolerated.

A. **Physical Safety:** At no time should physical punishment be used, including, at a minimum, corporal punishment, isolation, or physical restriction of movement. Physical or sexual abuse or harassment in any form will not be tolerated. Strict boundaries need to be established to prevent aggressive physical contact among children, such as slapping, pinching, pushing, etc.

B. **Emotional Safety:** At no time should any form of bullying or harassment be used by an adult or other children. Bullying is using hurtful words or actions against someone who has a hard time defending himself/herself. Examples of bullying include: name-calling, excluding, humiliating, insulting, ignoring, or threatening. Boundaries need to be set and fairly adhered to with all children.

C. **Respect -** An environment conducive to learning and appropriate child development should be established, including the demonstration of respect for ALL children and the encouragement of children's respect for others, the environment, and themselves.

IX. Conflict of Interest: Theatre, Inc. (JTI) establishes this policy to avoid conflicts of interest and potential conflicts of interest. A conflict of interest exists when an individual obtains an improper gain or advantage, or the appearance of a potential gain or advantage, because of their activities on behalf of JTI, or when their actions advance their interests or those of another individual or organization rather than the sole interests of JTI. Conflicts of interest do not necessarily involve intentional wrongdoing, but can result from a combination of circumstances or appearances.

A. **Nepotism:** JTI will not hire any Artistic Director, Production Manager, Director, designer, support team person, or any other paid position or contractor if taking such action results in two or more members of a family falling in the direct line of supervision and reporting. As defined for this policy, "relative" means spouse, parent, grandparent, child, grandchild, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and anyone else living in the employee's household, whether or not there is a familial relationship.

1. **Volunteers and Disclosing Nepotism:** Family members of paid or contracted staff may volunteer in support roles such as painting sets, strike, or other tasks not directly related to supervising or assisting children in a production, but must disclose their familial relationship and request prior authorization from the Artistic Director.

B. **Board Members as Contractors:** No one may serve in a paid role with JTI while serving on the Board of Directors. A member of the Board of Directors must resign from the Board of Directors before accepting any paid position.

C. **Decision-Making Conflicts of Interest:** Board members and paid personnel will not take part in any decision-making situation when a potential conflict of interest or nepotistic concern exists, including in the selection of personnel for paid positions, casting decisions, and other decisions to lead to a real, apparent, or potentially perceived conflict of interest.

D. **Disclosure:** Members of the Board of Directors and all people paid by JTI must report and disclose potential conflicts of interests and nepotism.

E. **Board Authority:** Should any dispute arise regarding whether a situation involves a conflict of interest or nepotism, the Board of Directors shall have final authority.

X.

- XI. **Safety Concerns:** Establishment and maintenance of a safe work environment is the shared responsibility of all parties. Employees, contractors, and volunteers are expected to obey safety rules and to exercise caution in all their work activities. Anyone noticing an unsafe or potentially unsafe condition or action must immediately report their concern to the producer of the show. No employee, contractor, or volunteer is to attempt to perform any type of maintenance for which they are not qualified and/or not authorized.
- XII. **Workplace Injury:** Any employee who sustains a workrelated injury or illness should inform the producer of the show immediately. No matter how minor an onthejob injury may appear, it is important that it be reported immediately. Employees who are injured on the job are required to complete a First Report of Injury form as soon as possible (but not before seeking medical care if a true medical emergency exists). For non-emergency care, employees shall use the medical facilities and doctors as directed by Junior Theatre Incorporated.
- XIII. **Public Relations:** No employee, contractor, or volunteer will speak to the media on behalf of Junior Theatre, Incorporated, without prior authorization from the producer of the show or Board President. All media inquiries shall be directed to the producer of the show or Board President, who will determine how the organization will respond (if at all).
- XIV. **Questions About These Policies and Procedures:** If you have questions, suggestions or concerns about any of these policies, you should direct them to the President of the Board of Directors. If you are not comfortable addressing your questions to the President of the Board of Directors, you may direct your questions to any other Board member.

Signature of employee/contractor/volunteer: _____

Printed name: _____ Date: _____