



Health & Safety in the Workplace Policy & Dixon House Artist Residence

The Commonwealth Theatre is committed to maintaining a safe and respectful workplace that allows artists and administrators to fully dedicate themselves to taking risks, being vulnerable, and invest physically, emotionally and intellectually to the art.

Our Commitments:

- 1. Sexual harassment of any kind will not be tolerated.**
 - a. Examples of harassment may include but are not limited to: physical advances, persistent unnecessary touching, sexual remarks, bullying, humiliation, and any unwelcome or inappropriate physical/verbal behavior outside of the boundaries of consent.

- 2. The Commonwealth prohibits the use of any racially or ethnically denigrating language including the inappropriate use of racial slurs.**

- 3. The Commonwealth prohibits the inappropriate use of any homophobic or transphobic slurs. This includes the act of defiantly misgendering a person.**

- 4. Abuse of controlled substances will not be tolerated.**
 - a. The Commonwealth prohibits the possession, use, impairment by, purchase, sale, attempted sale, dispensation, distribution, or unlawful manufacture of any federally controlled substance on the property of the Commonwealth or at any site where an employee or volunteer working for the company. Illegal drug use in the workplace is against the law and highly detrimental to the safety and productivity of members of the Company. Any violation of the above policy shall result in disciplinary action up to and including termination of employment.

5. The Commonweal prohibits acts or threats of violence.

- a. Examples of prohibited conduct include hitting or shoving another individual; threatening to harm an individual or her/his family, friends, or property; placing harassing or threatening phone calls or other correspondence; intentionally destroying or threatening to destroy property of the Commonweal. Additionally, company members are prohibited from possessing, using, or distributing a weapon (except where said weapon is used as a theatrical property in a rehearsal or performance of a sanctioned production) on the property of the Commonweal or at any site where an employee or volunteer is working for the company.
- b. Staged violence as necessitated for theatrical storytelling must be handled safely and under the guidance of appropriate leadership (director, stage manager, fight captain, fight director, etc.)

6. The Commonweal values empowerment and will not tolerate bullying or other abuses of power.

- a. Intentionally cruel, intimidating, or humiliating behavior runs counter to the Commonweal Theatre's missions and Guiding Principles.

7. The Commonweal Theatre values Equity, Diversity, & Inclusion.

- a. Equity means treating everyone according to each person's unique needs.
- b. The Commonweal vows to make reasonable accommodations - known as "access needs" - that are required for individuals to be able to be fully present in certain spaces, and effectively take part in certain functions or activities.

8. The Commonweal Theatre values sustainability.

- a. Everyone has a right to integrate work into their life in a sustainable, enjoyable, and meaningful way. We assert that in the work-life balance equation, our personal well-being takes precedence over work.

9. Remember - theatre can be hazardous to your health.

- a. Respect your body and the bodies of those around you and take physical limitations seriously. Seek consent before engaging in physical contact with another that may cause strain. Speak up to the stage manager, director, or both when you feel unsafe.
- b. Mitigate as much as possible the spreading of germs, especially if you have been exposed to an illness.
- c. Theatre requires emotional vulnerability. Be sensitive, kind, and respectful. *See [Our Community Agreements](#).*

What to do if you have a concern: Grievance Policy

The Commonwealth Theatre takes concerns seriously and seeks to address issues in a sensitive and timely manner. *This process may vary based on the severity of the concern.*

- 1.) **The first step** is to name the disagreement and attempt to come to a direct reconciliation with the other party. This helps to foster an honest, open, and empowered community and is often the fastest path to a resolution. *We recognize that there may be instances where it is unsafe to seek direct reconciliation. In those cases, proceed to the next step.*
- 2.) If an agreement cannot be reached, take the issue, with the other party's knowledge, **to your direct report**. This may mean the stage manager or director, the Production Manager or another team lead, Director of Administration or, should you be a Leadership team member, the Associate Artistic Director or Producing Artistic Director.
- 3.) Should an agreement continue to elude the parties, take the issue to the **Company Liaison**, who will either a) attempt to mediate and counsel both parties toward an agreement or b) take the issue directly to the company Leadership Team. When arranging a meeting with the Company Liaison, please consider the following questions:
 - a.) What is the specific nature of your challenge, and can you articulate your desired outcome? (i.e. Is there something you want to change?)
 - b.) Have you spoken with the person who has the authority to implement your desired outcome? If not, why?
- 4.) If agreement still eludes the parties, the **Producing Artistic Director**, at the direction of the Leadership Team, shall bring the issue to the **Personnel Committee of the Board**. If the dispute is with the Producing Artistic Director, the Leadership Team will designate the Company Liaison or another Leadership Team Member as the person responsible for referring the situation to the Personnel Committee of the Board. A final decision in such cases shall be made by the **Personnel Committee of the Board**.

Disciplinary Action

Disciplinary action for a violation of the Health & Safety in the Workplace Policy follows the Three Strike Employee Discipline Policy.

First violation is subject to a verbal warning.

Second violation is subject to a written warning.

Third violation is grounds for termination of employment.

The Three Strike Employee Discipline Policy, however, varies depending on the severity of the violation.