

Anti-Discrimination & Harassment Policy

COHO PRODUCTIONS DOES NOT TOLERATE DISCRIMINATION OR HARASSMENT OF ANY KIND.

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OVERVIEW

CoHo Productions is committed to providing working, artistic, and social environments that ensure the equality, dignity, and respect of every patron, renter, co producer, volunteer, employee, performer, participant, and board member (any and all of which will be referred to as **community members**).

CoHo is committed to upholding an accountability process within our internal structures, in our artistic partnerships, and with our larger community. We are dedicated to engaging our audiences in theatre that is legitimately representative of marginalized stories. We are also dedicated to creating space for diverse audiences. In order for these dedications to mean anything, we must acknowledge and confront the harm that has been committed against indigenous and global majority people. We must understand and challenge the abusive power dynamics ingrained in our genders, sexualities, body sizes, socio-economic backgrounds, ages, abilities – in all of our identities. We strive not only to reckon with the ways injustice and oppression are embedded in everything we do, but also to work with marginalized communities to contribute to repair.

ANTI-RACIST STATEMENT

CoHo Productions stands in solidarity with our BIPOC community. We commit to join those working to dismantle the entrenched, institutionalized racism that makes it possible for the centuries of violence against POC to continue. We acknowledge that white supremacy is central to systems of oppression, and that by not dismantling it, we have been complicit in keeping it intact. We commit to examining and deconstructing that white supremacy in our organization, listening and making space for voices of Black artists and artists of color, and actively working to fight racism in all of its explicit and implicit forms.

LAND ACKNOWLEDGEMENT

CoHo acknowledges the roles of White supremacy and colonization that are deeply embedded in the technology, organizational structures, and way of life we experience everyday. We acknowledge the land and resources we use to create our programming

rests on the historic village sites of the Multnomah-Chinook and Tualatin-Kalapuya people who made their homes along the Columbia and Willamette rivers. We challenge ourselves and our community to consider how we play into the social structures that govern our everyday lives, reflecting on our roles in decolonization, reconciliation, and allyship.

PROTECTED IDENTITIES

Our code of conduct policy prohibits discrimination and/or harassment based on the following grounds, and any combination of these grounds:

Age	Ethnic origin	Record of offenses (criminal conviction for a provincial offense, or for an offense for which a pardon has been received)
Ancestry	Family status (such as being in a parent-child relationship)	Sex (including pregnancy and breastfeeding)
Citizenship	Gender expression	Sexual orientation
Color	Gender Identity	Socio-economic standing
Creed (religion)	Marital status (including married, single, widowed, divorced, separated or living in	Association or relationship with a person identified by one of the above grounds
Disability (including mental, physical, developmental or learning disabilities)	Race	Perception that one of the above grounds applies.

QUESTIONS/CONCERNS

If you have any questions or concerns with the following policy, reach out to the CoHo Board of Directors at boardofdirectors@cohoproductions.org.

I. CONDUCT PROHIBITED BY THE POLICY

For purposes of this Policy, discrimination and/or harassment include the following:

Hostile Environment Discrimination and/or Harassment

Any sexual or non-sexual conduct that is unwelcome and offensive and which is directed at an individual because of their race, age, religion, ethnicity, disability, sexual orientation, gender identity and/or expression, socio-economic standing, or other characteristics protected by law or policy may create a hostile environment. Unwanted conduct does not need to be explicitly targeted towards someone’s identity to be harassment. Hostile environment harassment occurs when such conduct is sufficiently

severe or pervasive to and does: (i) unreasonably interfere with an individual's work, performance or ability to learn, or (ii) create an intimidating, hostile, or offensive work, performance or learning environment.

"Quid Pro Quo" Sexual Harassment

"Quid Pro Quo" sexual harassment may occur when there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (i) submission to such conduct is an explicit or implicit condition of employment, performance ability or student advancement, or (ii) submission to or rejection of such conduct is used as the basis for employment, performance, or educational advancement decisions.

Ia. NOTES ON PROHIBITED BEHAVIOR

Note On Civility, Professionalism, and the Comedy Environment

The Theater believes the best way to avoid situations that may be construed as discrimination and/or harassment is for all community members to treat each other in a respectful and professional manner. Respect is at the core of this philosophy. Because we are a comedy theater, we discuss topics that would not be discussed in an ordinary work setting. Maintaining and respecting healthy boundaries are the responsibility of every member of the Theater community. Given the nature of comedy, especially where content is improvised and/or devised with little restriction or preparation, material in performances, in classes and in the general Theater environment could be considered offensive to some. It is not the policy of the theater to stifle the creative environment.

However, if it is determined the content of a classroom interaction, performance or other interaction by an individual or group was discriminatory or harassing towards a particular individual on or off of the stage, then appropriate intervention will occur. Furthermore, if it is determined that behavior that was done without the intent to harass but has nevertheless made an impact discomfort, fear, or other feelings of harassment in members of the community or audience, this behavior (at the time it is identified to leadership of the Theater) will be pointed out to the performer or performers responsible. If the identified behavior is not remedied, corrective action will occur.

Note On Consensual Banter / Private Conversations

Community members are expected to be sensitive to the fact that the content of private conversations, though not offensive to the parties involved, may be offensive to others if overheard; and such parties will be held accountable if appropriate safeguards are not taken and the overheard conversation is found to create a hostile environment under the same examination as outlined above.

Note On Familiarity

Close community members may accept certain conversations as perfectly appropriate and acceptable between them because they have built a history of consensual respect, trust, and mutual understanding of each other's sensibilities and boundaries. Witnessing certain behaviors between familiar community members does not mean that these people are open to these conversations and behaviors from everyone. Be aware and respectful that everyone's level of familiarity, comfort and scope of boundaries may vary on a case by case, person to person basis. Accurately assessing one another's boundaries and tolerances can be challenging in a large comedy community, so communication about boundaries and respect of others setting and/or clarifying their boundaries is paramount. **Always check for consent.**

II. RESPONSIBILITIES

NON-COMMUNITY MEMBERS

The Theater's Policy prohibits discrimination and/or harassment by Theater community members against any person; this includes discrimination and/or harassment directed towards Theater contractors, consultants, suppliers, vendors, visitors, and other non-employees or non-Theater-affiliated individuals. Intervention will take place when such conduct occurs on the Theater's premises or at Theater-affiliated events at remote locations in connection with Theater activities, performers, or work. The Theater will also take appropriate interventive action in those instances when any outside community member¹ reports discrimination and/or harassment committed.

POWER DIFFERENTIALS WITHIN THE COMMUNITY

All levels of Theater management, supervisory employees, coaches and/or instructors will:

- Reject any offer or promise of sexual or other favors made by community members in anticipation of or in exchange for some employment, performance, or educational decision and at the same time advise such a community member that said exchange violates Theater policy and will not be tolerated.
- Avoid discrimination and/or harassment by refraining from actions that could reasonably be anticipated to cause another community member to feel unsafe in the Theater environment.

¹ Outside community member, meaning: someone external to the theatre staff, administrators, and board.

- Report to Theater management, in accordance with the procedures set forth below, any discrimination and/or harassment that they observe, that is made known to them by others, or that they reasonably suspect has occurred.
- Assure Theater community members as necessary that all forms of discrimination and/or harassment are expressly prohibited, that the Theater will investigate reported and suspected occurrences. The Theater will take appropriate interventive action when harassment is found to have occurred.

III. PROCEDURES

Any community member should feel free to discuss or report any exchange that made them feel unwelcome or unsafe, regardless of its severity. Below are recommended processes for evaluating and reporting experiences of discrimination and/or harassment.

TIME OUT

In the event of boundary overstepping, discriminatory behavior, or harassment, the Theater has created a Time-Out tool for offended parties to use. In the moment, if you are able, you are invited to say 'Time-Out' after such an incident has occurred. You can then speak to what transgressed your boundaries or was harmful. All community members involved in the situation are invited to take a break to be alone after a time-out if desired. Offended parties can request a follow-up conversation with the mediation of a Theater representative.

Follow up conversations can follow a simple "Ouch/Oops" model if desired.² In this scenario, the offended parties would give an explanation of their thoughts and feelings. The offending parties would then have an opportunity to apologize. Further restorative or protective action could take place if needed. If this is the case, either party is encouraged to notify a Theater representative.

IN THE EVENT OF OVERSTEPPING OF BOUNDARIES

The following steps are recommended for assessing incidents wherein boundaries are crossed but behavior does not necessarily constitute discrimination or harassment.

- Determine if you feel emotionally and physically safe to speak out in the moment. If so, inform the person that you feel they have overstepped your boundaries.

² Offended party can say "Ouch" as a code of harm done. The offending party will then say "Oops" as an automatic and immediate response. The offended party could then request whatever follow up may be needed. If none is needed, this can be articulated also.

- If you do not feel safe or are too surprised or unsure about how you feel in the moment, remove yourself from the situation. After removing yourself from the situation, assess the incident.
- If you feel emotionally and physically safe enough to notify the person directly of their overstep in person or in email, do so.
- If the person accepts the setting of your boundaries in a healthy and satisfactory way, assess if you would like to notify Theater management of the event. Feel free to notify your teacher, coach, or any of the Theater management or board of directors of the incident. Theater representative contact information is provided at the end of this document. Your report will be kept confidential, but will be noted in case of repeated incidents in the future.
- If you do not feel emotionally or physically safe to confront the person (whether it be in person or digitally), or if you would like to notify a Theater representative in advance for support, or if you have confronted the person and they did not respect your boundary setting, or they escalated the situation, then contact any of the Theater employee, or board members listed at the end of this document. You may use the code **“I’m Frustrated”** to ensure the Theater employee member is aware of the seriousness and urgency of the situation and to avoid accidental miscommunication.

IN THE EVENT OF POTENTIAL DISCRIMINATION AND/OR HARASSMENT

If you determine that an incident qualifies as discrimination and/or harassment, promptly report it to any coach, teacher, director, Theater management, board member, or JEDI member as listed below.

IV. REPORTING SYSTEM

We are working on developing multiple avenues for reporting any form of misconduct at CoHo Productions. For the time being if you have any issues you would like to discuss please directly report to the CoHo Board of Directors at boardofdirectors@cohoproductions.org.

Theater representatives who receive reports of incidents will catalog the event for further review. This information will be kept confidential amongst theater administrators and those responsible for investigating the incident.

All reported or reasonably suspected occurrences of discrimination and/or harassment will be investigated (in accordance with the procedures outlined below) as promptly and thoroughly as is practicable and necessary. Theater representatives will keep all information confidential from the greater Theater community, notifying only the

management and board members deemed necessary to ensure proper, thorough and fair steps have been taken on behalf of all parties. Where discrimination and/or harassment is found to have occurred, the Theater will make all appropriate efforts to restore community relationships and hold responsible parties accountable. This includes potential suspension or termination from a workshop, employee or board position without compensation for time spent, refund of tuition, or dues paid.

NO RETALIATION

Encouraging people to raise concerns is important for a transparent and healthy culture. No one will suffer punitive effects from raising a concern at CoHo. Please feel empowered to report any incidents of discrimination or identity-based harassment. We are committed to working with victims of inter-company abuse to rebuild their sense of trust and safety within the theater.

INVESTIGATION PROCEDURE

All reported occurrences of harassment will be investigated as promptly and thoroughly as is practicable and as is required under the circumstances. The individual who makes the report or is the target of the alleged harassment will be assured that all forms of harassment are expressly prohibited, that the Theater will conduct a confidential investigation, and that the Theater will take appropriate interventive action if discrimination and/or harassment is found to have occurred. The Theater will designate the individual who will be responsible for conducting the investigation of the reported incident. The timing, scope, and extent of the investigation will be determined by the Theater on a case-by-case basis, considering the circumstances of the discrimination and/or harassment. All investigations will be conducted to protect, as much as practicable, the privacy of all persons concerned. Leadership will be notified for the record. The Theater expects Theater community members who are contacted in connection with an investigation to cooperate and respect the confidentiality of the investigation fully.

DIRECT DISCUSSION

The notified member of the Theater community may feel that the best course of action is to address the offending parties directly. The Theater emphasizes that it is imperative that the individual receiving this feedback maintain a respectful discourse. Retaliation or otherwise lashing out in any way is not acceptable behavior. The person receiving feedback may request the inclusion of CoHo leadership or other mediation if they disagree with the feedback or believe it is unfair. The Theater encourages all community members to be open to receiving challenging feedback. The notified Theater representative will also notify Theater management of the incident for Theater records in

case of repeated violations and to ensure proper steps were taken in resolving the situation safely.

This discussion will be held under our Transformative Justice model.³ You can find relevant information and guidelines for this below.

Transformative Justice Model

1. Identify and acknowledge the harm: The first step is to identify and acknowledge the harm that has been done. This requires creating a safe and supportive space for all parties involved to share their experiences and perspectives. For example, if there is a conflict between two actors in a production, the theatre company can provide a mediator or facilitator to help both parties express their feelings and concerns.

2. Address the root causes: Once the harm has been identified, it is important to address the root causes of the harm. This requires exploring the underlying issues that led to the conflict and working to address them in a way that promotes healing and transformation. For example, if the conflict between the actors is due to differences in communication styles, the theatre company can provide training and resources to improve communication skills for all members.

3. Promote accountability: Transformative justice focuses on promoting accountability for all parties involved in the conflict. This includes holding those who have caused harm accountable for their actions, but also holding the community accountable for creating the conditions that allowed the harm to occur. For example, if the conflict between the actors is due to a lack of clear policies or procedures for communication, the theatre company can create and enforce policies that promote respectful and effective communication.

4. Prioritize healing and transformation: Healing and transformation are central to a transformative justice model. This involves creating opportunities for all parties involved to work through the harm, learn from the experience, and grow and develop in a way that promotes positive change. For example, the theatre company can provide opportunities for the actors to participate in workshops or training that focus on conflict resolution and communication.

³ Transformative Justice: A harm recognition, confrontation, and repair strategy that understands relationship ruptures to be connected to larger systems of oppression and aims to rehabilitate relationships by transforming harmful behaviors into healthy alternatives and genuine repair.

5. Build community and relationships: Finally, transformative justice is about building and strengthening relationships within the community. This requires creating opportunities for all parties involved to come together, connect, and build a shared understanding of the harm that has been done and the steps needed to promote healing and transformation. For example, the theatre company can hold community-building events that allow all members to connect and build relationships outside of rehearsals and performances.

V. REPERCUSSIONS

Pending the outcome of investigation, reasonably necessary and prudent interim measures, such as the separation of the complainant and the alleged offender, suspension from Theater activities for the alleged offender, or temporary leave for the complainant, will be taken at the Theater's discretion, taking into consideration the complainant's wishes, the seriousness of the accusations, the background of the situation, and any other relevant information.

Note On Reported Criminal Activity

If any Theater-affiliated person is accused by anyone of criminal activity that, in the eyes of the Theater arises to a level beyond mere discrimination and/or harassment as described above, and, in the judgment of the Theater, places in doubt the safety of the Theater's students, performers, instructor, employee, team members, directors, vendors or patrons, then the accused will be immediately and without investigation removed from all Theater-related activities until such time as the Theater is satisfied that the accusations are and were unfounded. Should the accused appear at any Theater-related activities or venues following this removal, they will be considered to be a trespasser on Theater property and the Theater will not hesitate to call authorities to remove the accused from Theater property. This revocation of Theater privileges will not be influenced by the failure of authorities to investigate or charge the accused with a crime. The reinstatement of the accused to any Theater-related activity or venue will be at the sole discretion of the Theater.

RESOLUTION AND OUTCOME OF INVESTIGATION

Following an investigation, the Theater will take such action that it deems necessary or appropriate under the circumstances.

No Violation

In the event that the investigation discloses insufficient grounds or basis to substantiate a violation of this Policy, all necessary parties will be so informed.

Violation

In the event that the investigation discloses a violation of this Policy, the Theater will communicate its findings to both the complainant and the alleged offender. Based upon the totality of the circumstances, the Theater will make all attempts to restore community relationships and hold responsible parties accountable. This process may include suspension, termination, or removal or termination of employment of any community member from any position at the Theater and any type of engagement at the Theater without refund or compensation. It may include the revocation of a performer's ability to perform or attend Theater-related events. The action taken will be reasonably calculated to prevent any further unacceptable conduct. It is within the Theater's discretion to determine the appropriate action.

In lieu of or addition to suspension, termination, or removal from Theater engagement, repercussions may also include the following depending on the severity of the incident:

- Conversation/Documentation of issue and resolution
- Apology as needed
- Other reparative action is required
- Apology/One week suspension
- Apology/One month suspension and documentation of counseling
- Apology/indefinite suspension
- Termination of position in the theatre

If the complainant or the alleged offender is not satisfied with the resolution, they are encouraged to contact any representative of the Theater. In the event an investigation of a reported or suspected occurrence of discrimination and/or harassment reveals that the person has lodged a knowingly false or frivolous complaint, fabricated facts, or failed to tell the truth, the Theater will make all appropriate efforts to restore community relationships and hold responsible parties accountable. The theater will also seek out indirectly impacted parties in the community to offer them care and whatever repair may be necessary.

V. SUSTAINABILITY

This policy will always be in transformation and available for edits, additions, and reductions. It will be reviewed on a yearly basis by the CoHo Board of directors and available to all (internal and external) CoHo company members. Any assessments for improvement can be given to any member of the CoHo Board of Directors, which will then be brought to the next regularly scheduled meeting for further consideration.