



## Code of Conduct

The Fresnel Theater is committed to its mission of building community through comedy. We use improvisation to enrich, empower, and entertain our audiences. As a CSz Worldwide theater (ComedySportz Maine), we also strive to have every interaction model the CSz Worldwide values of collaboration, inspiration, gratitude and fun. Not only do we do this because we're nice and good people, but also because we genuinely believe that a safe and diverse environment leads to more creativity and better teamwork.

We also know that as a comedy theater, an attempt to prohibit the telling of jokes with lewd content or to ban the use of innuendo or friendly teasing is not only unrealistic, but also undesirable. Because our environment is not like that of an office, the community members must use common sense, empathy, and respect, in an earnest effort to determine the comfort level of the people around them before engaging in behaviors that could potentially be considered harassment or bullying.

Many performers might consider themselves to have a "tough skin" and to be expected to "just deal with" situations that might make them uncomfortable. However, the very nature of being a performer means that you are also often at your most vulnerable before, during, and after performances. We ask that during your interactions and performances, you remember this and continually strive to make sure others know you've "got their back."

## Who This Policy Applies to

This policy applies to all volunteers, guest performers, applicants for employment, all players including but not limited to, independent contractors, corporate officers and any other person associated with The Fresnel Theater, including business partners, participants, and visitors. It applies not only to the workplace during normal business hours, but also to all theater--related social functions, whether on or off the company premises, and business--related travel.

## Purpose and Application

The purpose of this policy is to protect the community members of The Fresnel Theater, as well as the business and interests of The Fresnel Theater and CSz Maine. This policy's intent is not to stifle the creativity and energy that each member brings, but foster growth and development through safe, respectful, and protected collaboration, communication and action.

This policy extends to all theater--related interactions, whether in person, via telephone, in writing, or through electronic communications such as email, text message, instant messaging, blogs, electronic conferencing, and social media postings regardless of whether they are made through a computer, cell phone, or other electronic device.

## Code of Conduct

### Expectations

#### What the Fresnel Theater will do

The Fresnel Theater is committed to providing an environment that is free of discrimination, harassment, bullying, and other offensive behaviors. All Fresnel Theater community members are expected to support this commitment by treating everyone they interact with in a respectful and honorable way.

No one will be denied or given playing opportunities based on going along with or rejecting sexual advances or any other behavior prohibited by this policy.

Players who report harassment or who assist in the investigation of a complaint of harassment will not be subject to retaliation, intimidation, or reprisals of any kind. Any player who engages in these behaviors against another player because of a complaint under this policy will be subject to corrective action up to and including dismissal and legal action if deemed necessary.

If a complaint is brought by or directed against an individual who would otherwise play a role in responding to and attempting to resolve the complaint, the function assigned to that person by these procedures may be assigned to a third party. The Fresnel Theater is a member of CSz Worldwide and all performers at The Fresnel Theater who are also performers in ComedySportz Maine should feel comfortable using the resources of CSz Worldwide regardless of the show in which a complaint occurred. Community members who feel uncomfortable reaching out to the Fresnel Theater leadership are encouraged to speak with a representative from ComedySportz Worldwide.

You can reach out to:

- East Coast Representative, Courtney Pong, GM of CSz Boston. [courtney@cszboston.com](mailto:courtney@cszboston.com)
- At-Large Representative and Executive Council President, Patrick Short, GM of CSz Portland. [patrick@portlandcomedy.com](mailto:patrick@portlandcomedy.com)
- CSz Worldwide Executive Director, Matt Elwell of CSz Chicago. [matt@mattelwell.com](mailto:matt@mattelwell.com)
- Player Advocacy Group Representatives: Tara DeFrancisco of CSz Columbus, [tara@nesttheater.com](mailto:tara@nesttheater.com) or Jill Bernard, [jill@hugetheater.com](mailto:jill@hugetheater.com)

#### What you will do

Community members must use common sense, empathy, and respect in an earnest effort to determine the comfort level of the people around them before engaging in behaviors that could potentially be considered harassment.

Respectful behaviors include being courteous, compassionate and considerate of others, as well as working cooperatively and putting in effort to communicate and understand each

## Code of Conduct

other's unique experiences, perspectives, intents and needs.

Communication and understanding are critical to the growth and success of our company. It is your responsibility to act with integrity and work together to create a safe and nurturing environment.

**You have a right to feel safe and respected. If you ever feel uncomfortable, it's ok to say so.**

If you feel the words or actions of another member have crossed your boundaries, you have the right to engage them in a respectful conversation if you feel comfortable in doing so. If you're not comfortable or the person refuses to respect your boundaries, report it (outlined in *Fresnel Theater Reporting Procedure*).

### Prevention

If any community member believes a situation is developing which could potentially violate this policy or the law, then that community member should report the situation (confidentially if needed) to the owner of The Fresnel Theater, or their Player Advocate. The Fresnel Theater, utilizing any expert advice deemed necessary, shall attempt to resolve the potential situation before a violation of this policy or the law actually occurs.

**Protect each other. If you see something, say something.**

### How to Approach Someone

If approaching someone, do so with the understanding they may not be aware of what they did.

- This does not excuse their actions, but realize they may think/feel differently.
- It is their job to take responsibility for what they did, but it is your job to communicate it to them. Do so in the way you would want someone to approach you.
- Consider giving yourself a "cooling off" period before approaching someone. It is very difficult to engage someone in a rational discussion when your emotions are at their peak.
- Don't attack. Present what happened and why it made you feel uncomfortable or offended. If needed, involve someone else to help facilitate the discussion.
- Remember you are teammates. Work together.

### If Approached by Someone

If you have been approached by someone who has felt offended, listen non-judgmentally.

- What you did may (or may not) have been ok, but not for this person.
- Take it as an opportunity to evaluate your behavior, learn how to work with this person, and consider whether you should avoid making that choice in the future.
- Realize that this person is coming directly to you. That's a sign of respect.

## Code of Conduct

- Remember you are teammates. Work together.

## Prohibited Behaviors

The Fresnel Theater prohibits discrimination or harassment of its community members by any other community member, for reasons including, but not limited to, a person's race, creed, color, religion, sex, age, ancestry, national origin, disability, genetic information, sexual orientation, political beliefs, gender identity, marital status, and any other characteristic protected by law. Examples of behaviors that could be considered harassment include, but are not limited to the following:

- Intimidation, sabotaging, physical assaults, or threats
- Slurs, epithets, or name-calling
- Posting offensive messages on social media sites
- Unwelcome sexual flirtations, advances, or propositions
- Leering, staring, unwelcome touching or physical closeness
- Using company-provided electronic devices (including computers and cellphones) to view, display, or distribute pornography or other offensive content.
- Any other unwelcome or unsolicited behavior including sexual or offensive jokes, messages, images, insults, ridicule or mockery, told by any means (in person, computer, cell phone, etc.)

## Conduct with Minors

All community members associated with The Fresnel Theater shall refrain from private, one-to-one communications with minor students, minor audience members, or any other minor associated with The Fresnel Theater who is not a member of their family, except and unless necessitated by communication required by The Fresnel Theater for the purposes of work. The Fresnel Theater community members and minor(s) shall interact in public spaces, otherwise they may only interact when monitored by at least one other adult (follow the rule of three).

## Conduct with Current Adult Students

### Consensual Relationships Between Faculty and Adult Students

It is against The Fresnel Theater policy for students and instructors to enter and/or engage in romantic and/or sexual relationships with one another while the instructor is teaching the student in a class and/or supervising the student's work. If a relationship has been established prior to the student's enrollment in the class (marriage, domestic partnership, etc) please make the leadership of The Fresnel Theater aware prior to enrollment in the class.

## Code of Conduct

Consensual romantic and/or sexual relationships between instructors and students not enrolled in a class the instructor is teaching, while not forbidden, generally are considered unwise and inappropriate. Please note that even where both parties have consented at the outset to a romantic and/or sexual involvement, such consent does not preclude a subsequent charge of sexual harassment against the instructor. The nature of the instructor/student relationship is one that relies on an imbalance of power, which is why we advise to use caution or refrain from engaging in relationships of a romantic or sexual nature in any situation where a power imbalance exists.

### Professionalism

In order to support the creation of a positive and professional culture, you must also abide by the following policies.

- Honor the commitments that you have made to this theater.
- Be on time for all commitments. Inform your manager if you will be late before your call time.
- Do not move or take anyone's belongings, including personal items or props for other shows, without their knowledge and consent.
- Be respectful of the theater space. Help keep the theater's appearance clean and professional in the lobby, house, and backstage. Pick up and clean up after yourself before leaving the premises.
- For ComedySportz Players, no drugs or alcohol may be consumed for at least 2 hours leading up to a performance. If you are visibly intoxicated you will be asked to leave.
- No player may consume alcohol or smoke while wearing the ComedySportz jersey. The nature of a ComedySportz Match is all-ages appropriate events and therefore no illegal or illicit materials may be in a player's possession during matches.
- ComedySportz Players who are in attendance but not playing in a match may consume alcohol provided they are not in uniform, will not be performing within 2 hours, are at least 21 years of age, and do so responsibly and with moderation.
- Be respectful of other members of The Fresnel Theater, both within the theater and out of the theater. This includes refraining from inappropriate and offensive language, making derogatory comments, violating the person or space of another individual, or engaging in aggressive or harassing behavior in person or via telecommunications and social media.
- Respect and honor the diversity and culture of our audiences, performers, staff, and all persons in our theater.
- By appearing in Fresnel Theater performances, events, and workshops, you consent to the use of your image for marketing and promotional purposes as long as they are an active member of the theater. If no longer an active member of the theater, images may still be used by The Fresnel Theater unless otherwise requested by the performer.

## Code of Conduct

### Reporting Procedures

The intent of this Code of Conduct and supporting documents is to create a safe environment and proactively resolve issues that arise between community members. Any individual who has experienced or observed harassment or offensive behavior by anyone is advised to follow one or more of the steps below:

- A. Discuss it with that person if you feel comfortable. Refer to the section *"How to Approach Someone"*.
- B. Report the behavior/incident to the leadership at The Fresnel Theater or the designated Player Advocate using the steps outlined in *"The Fresnel Theater Reporting Procedure"*.

The reported incident will be evaluated based on the totality of the circumstances, and appropriate actions as laid out in the *"Fresnel Theater Grievance Reporting Procedure"* will be taken.

### On Criminal Investigations

If it becomes known that any community member of The Fresnel Theater is under investigation by a public authority for any crimes of a violent and/or sexual nature, including but not limited to sexual assault or crimes involving illegal pornography, then The Fresnel Theater reserves the right to ban that individual from all Fresnel Theater related activities. Should the person under investigation appear at any Fresnel Theater-related activities and/or The Fresnel Theater's venue following this removal, they will be considered to be a trespasser and representatives of The Fresnel Theater will not hesitate to call authorities to remove the accused from the property.

### On Accusations of Criminal Activities

The Fresnel Theater reserves the right to ban any person from properties or events managed by The Fresnel Theater for any reason, including but not limited to accusations by any person of criminal activity that, in the opinion of The Fresnel Theater, includes or exceeds the sorts of prohibited behaviors described in this policy.

If, in the judgment of the The Fresnel Theater, the accused behavior(s) places in doubt the safety of any community member, then the accused will be immediately and without investigation removed from all Fresnel Theater-related activities until such time as the The Fresnel Theater is satisfied that the accusations are and were unfounded and/or resolved.

Should the accused appear at any Fresnel Theater-related activities or venues following this removal, they will be considered to be a trespasser on the property and The Fresnel Theater



## Code of Conduct

representatives will not hesitate to call authorities to remove the accused from the property.

The reinstatement of the accused to any Fresno Theater-related activity or venue will be at the sole discretion of the management and leadership of The Fresno Theater.

---

I acknowledge and agree to follow the conduct policies outlined in the The Fresno Theater Code of Conduct above.

-----  
Printed Name

-----  
Signature

-----  
Date

---

I acknowledged that I have received a copy of the *The Fresno Theater Grievance Reporting Procedure*. I understand the process and methods discussed within and agree to follow the procedures it sets forth.

-----  
Printed Name

-----  
Signature

-----  
Date