

Grievance Reporting Procedure

SCOPE

The purpose of this policy is to proactively resolve issues that arise between community members of The Fresnel Theater. It describes how we handle instances of unkindness such as harassment, bullying, and discrimination between our community members. Instances of criminal activity (assault, rape, molestation, etc.) that justify legal action should be reported directly to the proper legal authorities, in addition to informing the management of The Fresnel Theater.

INITIAL STEPS

If you have experienced or witnessed an incident you believe to be in violation of the The Fresnel Theater, you are advised to follow one or more of the following steps:

- A. Discuss it with that person if you feel comfortable. Refer to the section "*How to Approach Someone*" in the *The Fresnel Theater Code of Conduct*.
- B. Report the behavior/incident to the management and leadership of The Fresnel Theater or your Player Advocate

For step B the following options can be requested:

1. Mediation -- intervention between the two parties by a third source with the goal of resolving the issue
2. Formal Complaint -- a filed, formal grievance against the alleged offender

MEDIATION

Mediation can be requested with or without filing a formal complaint. If mediation is requested without filing a formal complaint (which includes an investigation), the complainant does so with the understanding that, without sufficient evidence to determine if the alleged offender has violated the Conduct Policy, corrective or disciplinary actions against the alleged offender will be limited.

Mediation will be conducted by one or more of the following:

- The management of The Fresnel Theater
- Approved Player Advocate

Requests for specific mediators will be considered and approved on an as received basis.

Mediation can be requested by emailing the owner of The Fresnel Theater or the Player Advocate.

Outcomes of Mediation

The possible outcomes of mediated meetings are listed below:

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1. The complainant and the alleged offender come to a mutual understanding and decide no further action is necessary. This will be documented, in email, and sent to the owner of The Fresnel Theater and the Player Advocate.
2. The complainant and the alleged offender come to an agreement for how they will interact in the future. This agreement is put into writing, signed by and sent to everyone in attendance at the meeting, with the expectation that both parties follow the guidelines explained therein. If either party violates the guidelines laid out in this agreement, additional corrective or disciplinary action will be taken against the party in violation.
3. If there is no mutual agreement or understanding, The Fresnel Theater will determine an appropriate course of action, possibly including corrective or disciplinary actions. The Fresnel Theater's determination will be sent to all parties involved in writing. (See "Corrective Actions" and "Disciplinary Actions").

FORMAL COMPLAINT

When a formal complaint is filed, the following steps will be taken:

1. Documentation of the incident by the complainant
2. Assignment of resolution committee
3. Creation and delivery of notices
4. Investigation
5. Resolution

Documentation: Reporting Procedure

All reports of alleged incidents should be filed as soon as possible, in writing (email or written) to one or more of the following people:

1. The Fresnel Theater Managing Director Krista Simonis
2. A Player Advocate for The Fresnel Theater

If the person is uncomfortable reporting to one of the above members, they can contact:

1. An independent CSz community member to report on their behalf (one not involved with or witness to the alleged event)
2. Patrick Short, CSz Portland Owner (patrick@cszportland.com)
3. A member of the ComedySportz Worldwide Player Advocacy Group, including Tara DeFrancisco (tara@nesttheater.com) or Jill Bernard (jill@hugetheater.com)

Details should include dates and times of the alleged offense, as well as parties involved or witnessed to the event. The complainant can request an independent party, or Player Advocate to assist in the writing of the grievance.

In all instances where a grievance is reported, the leadership of The Fresnel Theater will be notified that a grievance has been reported. In an effort to respect the privacy of the complainant, the specific details of the grievance (complainant's name, people involved,

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specific events etc.) that are reported to the owner of The Fresnel Theater will be determined collaboratively by the complainant and the party to whom they report their grievance. This initial information will be communicated to the owner of The Fresnel Theater in writing.

Resolution Committee

Upon receipt of the formal complaint, the Player Advocate will investigate and resolve the issue. In the event all committee members are involved, a third party source will be determined by agreement from the complainant, committee members and/or the managers of The Fresnel Theater.

Notices

Based on the information received, the Resolution Committee will draft a *Notice of Alleged Violation*. If necessary, the committee can request additional information from the complainant and/or witnesses before drafting the notice. The *Notice of Alleged Violation* will describe in detail the manner in which the behavioral standards in the The Fresnel Theater Conduct Policy were reported to have been violated. A statement of alleged violation does not imply that the violation did or did not take place. This notice will be provided to the complainant, the alleged offender and the owner of The Fresnel Theater.

Investigation

The investigation into the alleged offense will be conducted by the Player Advocate, who may request assistance from theater management. All investigations will be conducted to protect, as much as is practicable, the privacy of all persons concerned.

Any community member who is contacted in connection with the investigation is expected to cooperate fully. Additionally, community members who are contacted are expected to keep the details of the investigation confidential. Discussing details of the investigation with persons not involved is strictly prohibited.

Investigation procedures may include, but are not necessarily limited to the following:

- The designated investigator(s) may request to speak to witnesses of the alleged incident(s).
- The designated investigator(s) may request to speak to individuals who were directly involved in the alleged incident(s), potentially including the alleged offender and/or the complainant.
- The designated investigator(s) may request other forms of reliable documentation regarding the alleged incident (email, text message, and/or social media correspondence, etc.).

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Individuals contacted in regards to the alleged incident(s) have no obligation under this policy to provide any record of communications between themselves or any other individual which unreasonably violates their own privacy or the privacy of any other person.

Resolution

After the investigation has been completed, and all documentation pertaining to the incident(s) in question have been submitted to The Fresno Theater, and The Fresno Theater has issued an official notice to the parties involved, one or more of the following courses of action may be taken:

1. Mediation and/or Corrective Actions

A meeting can be arranged between the complainant, the alleged offender, and a designated third-party. The leadership of The Fresno Theater may attend this meeting at the request of any of the aforementioned parties, or at his/her own discretion. The leadership of The Fresno Theater may also assign a designated Fresno Theater representative to attend this meeting on their behalf. Additional persons may be present at this meeting, at the request of any of the aforementioned parties, provided that the Resolution Committee agrees. The purpose of this meeting is to discuss the Notice of Alleged Violation and work toward a solution.

2. Corrective Actions without Mediation

The Fresno Theater, in collaboration with the complainant and the alleged offender, may determine that a mediated meeting is unnecessary and/or not appropriate for the situation. In this case all parties will determine appropriate guidelines for the future interactions of the complainant and the alleged offender. These guidelines will be agreed to and signed by both parties. If either party violates the guidelines laid out by The Fresno Theater, additional corrective or disciplinary action will be taken against the party in violation (See "*Corrective Actions*" and "*Disciplinary Actions*").

3. Notice of Violation: With Corrective or Disciplinary Action

The Fresno Theater may determine that, based upon the investigation, there exists sufficient grounds to substantiate a violation of policy, and that such a violation warrants corrective or disciplinary action. The Fresno Theater will communicate its findings to the complainant and the accused offender in a written *Notice of Violation*. The Fresno Theater will determine the appropriate corrective or disciplinary action (See "*Corrective Actions*" and "*Disciplinary Actions*") and communicate that in the notice.

4. Notice: No Finding of Violation

The Fresno Theater may determine that, based upon the investigation, there were insufficient grounds to substantiate a violation of this policy. In that case, the Player Advocate will draft a *Notice: No Finding of Violation* which will be provided to the complainant, the alleged offender and the owner of The Fresno Theater.

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PRIVACY

During the entirety of the reporting, investigation and resolution, all involved members will adhere to a strict agreement of privacy. No discussion of the event or persons involved will be allowed except by those designated to investigate and resolve the issue. Any violation of privacy will be treated as a violation of the *The Fresnel Theater Conduct Policy* and will result in disciplinary action.

RIGHTS OF THE COMPLAINANT

It is the right of the complainant to:

1. Request mediation in lieu of filing a formal complaint
2. Rescind the complaint at anytime
3. Request a personal meeting with the The Fresnel Theater Player Advocate
4. Present evidence on their own behalf
5. Have a support person present at meetings who was not a witness to the event

RIGHTS OF THE ACCUSED OFFENDER

It is the right of the accused offender to:

1. Request a copy of the grievance
2. Request a personal meeting with the The Fresnel Theater Player Advocate
3. Present evidence on their own behalf
4. Have a support person present at meetings who was not a witness to the event

CORRECTIVE ACTIONS

Corrective actions may include but are not limited to:

- A written notice from The Fresnel Theater to the involved parties (complainant, alleged offender etc.) describing expected behavioral standards for future interactions between the involved parties.
- A written warning to the alleged offender, stating that if another violation of this policy occurs, disciplinary action will be taken.

DISCIPLINARY ACTIONS

Disciplinary actions may include, but are not limited to:

- Temporary Suspension from all The Fresnel Theater events and properties managed by The Fresnel Theater
- Removal from selected workshops, classes, shows, other Fresnel Theater events, or any combination thereof, without refund or compensation
- Lifetime ban from Fresnel Theater events and properties managed by The Fresnel Theater.
- Reporting to the managers and members of CSz Worldwide the outcome of the disciplinary action.