



HARMONY STAGE PRODUCTIONS

Policies and Guidelines

Theater Etiquette

- Handle all the properties (props) and costumes with care, do not touch anything that is not yours unless given direction from the leadership team.
- Respect the theater space by maintaining all theatrical equipment and facilities and cleaning up after yourself.
- Keep performing areas clean and return props, costumes, etc. in designated areas.
- No cellphone usage in rehearsals, that way individuals can be mindful of others and be aware of what is happening.

Theatre Safety

- Never do anything until you have the proper training from a qualified person.
- Learn where fire alarms and or extinguishers are located in case of emergency.
- Know the safety protocols for severe weather, fire, tornados, floods, and earthquakes.

Attendance

For our directors/performers.

- Regular attendance and punctuality are important elements in our efforts to maintain high levels of productivity and achieve our goals as a theater company.
- Absences/tardiness burdens all team/cast members. However, we recognize that people occasionally become ill, need to miss rehearsals, or are unavoidably late.

Absences

- "Absence" is defined as the failure of a director/cast member to show up when he or she is scheduled to work/rehearse. The two types of absences are defined below:
 - Excused absence occurs when all the following conditions are met: The director or cast member provides notice to one of the leadership members with sufficient notice at least 5 hours in advance of the absence.
 - Unexcused absence occurs when any of the above conditions are not met. If it is necessary for a director or cast member to be absent or late because of an illness or an emergency, the individual must notify his or her leadership staff members no later than 1 hour prior to the individual's scheduled starting time on that same day. If the individual is unable to call or text, he or she must have someone make the call.

Absences and Disciplinary Action

- Directors/Cast members have a 15-minute window after start time where if the individual has not shown up at the designated time, the leadership team will document these absences. If the individual has 4 absences the leadership team will discuss with the individual what can be done to ensure they are arriving on time and or if they need to step away from the show.

Code of Conduct

- We would like to conduct ourselves with respectful behavior and use appropriate language at all times.
- Arrive prepared to work.
- No phones can be used while rehearsal is in progress. You may make/take a call only in the case of an emergency.
- We are an alcohol, tobacco, vape-free zone (not allowed on-premises)
- We do not discriminate against anyone. We do not do any harassment of any kind. We are providing a creative work environment.
- Bullying or gossiping will not be tolerated. If there is an issue please go to the directorial staff, who will sit down with both parties and have a discussion and they will decide the best course of action moving forward.
- No adult should be alone with anyone under 18 years of age unless it is that individual's child/family member.

Mandated Reporting

- We are committed to protecting everyone whose health or well-being may be jeopardized through neglect, or physical, or sexual abuse. If the directorial staff hears or sees anything, they are mandated to report it.

Open Door Policy

- Harmony Stage Productions has an Open Door Policy that encourages anyone who has concerns or complaints to discuss them with the Program or Artistic Director. At Harmony Stage Production, any concerns are best addressed through open communication. Directors and performers are encouraged to raise related concerns with their Program or Artistic Director as soon as possible after the events that cause concern. Although Harmony Stage Productions cannot guarantee that in each instance the Directors/performers will be satisfied with the result, Harmony Stage Productions will attempt in each instance to explain the result to the person if they are not satisfied. Harmony Stage Productions will also attempt to keep all such expressions of concern, the results of any investigation, and the terms of the resolution confidential. In the course of investigating and resolving the matter, however, some dissemination of information to others may be necessary or appropriate. No one will be disciplined or otherwise penalized for raising a good-faith concern.

- Directors/performers who conclude that performance-related concerns should be brought to the attention of Harmony Stage Productions by written or verbal complaint and formal investigation will be conducted as seen fit.

Problem Resolution Procedure

1. Informal Problem Solving

Harmony Stage Productions seeks to promote an atmosphere where directors/performers are comfortable voicing their concerns and raising related issues. Therefore, directors and performers are encouraged to speak informally and discuss any problems with the artistic or program director so that appropriate actions may occur.

Harmony Stage Productions is committed to ensuring a responsive and fair problem-solving process and encourages the concerns; he/she is encouraged to utilize our more formal complaint procedures by talking with a Program or Artistic Director.

2. Business Ethics and Conduct

Harmony Stage Productions places the highest importance on its reputation for honesty, integrity, and high ethical standards. This Policy Statement is a reaffirmation of the importance of the highest level of ethical conduct and standards. These standards can only be achieved and sustained through the actions and conduct of all personnel of Harmony Stage Productions.

Each and every member, including Directors and performers of Harmony Stage Productions, is obligated to conduct himself/herself in a manner to ensure the maintenance of these standards. Directors or performers who ignore or disregard the principles of this Policy will be subject to appropriate action. In general, you should find that using good judgment, based on high ethical principles, will guide you to act appropriately. If you are unsure about the proper course of action, you should discuss the matter openly with your Program or Artistic Director.

Drug-Free Zone

1. Purpose of Guideline

Harmony Stage Productions intends to maintain a space that is free of drugs and alcohol and to discourage drug and alcohol abuse by its directors/performers. Anyone who is under the influence of a drug or alcohol when participating in Harmony Stage Productions events, the company's interests, and the individual endanger their health and safety and the health and safety of others.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for Directors and performers, and to protect its business, property, equipment, and operations, Harmony Stage Productions has established this Guideline concerning the use of alcohol and drugs. As a condition of continued participation with Harmony Stage Productions, each individual associated with Harmony Stage Productions must abide by this Guideline.

2. Definitions

For purposes of this Guideline:

- "Illegal drugs or other controlled substances" means any drug or substance that (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained; or (c) has been legally obtained but is being sold or distributed unlawfully.
- "Legal drug" means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.
- "Abuse of any legal drug means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.
- "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as a person's manner, disposition, muscular movement, appearance, behavior, speech, or breath odor; information provided to lead staff by anyone, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.
- "Possession" means that an individual has the substance on their person or otherwise under their control.

3. Prohibited Conduct

A. Scope

The prohibitions of this section apply whenever the interests of Harmony Stage Productions may be adversely affected, including any time an individual is.

- 1) On Harmony Stage Productions premises;
- 2) Conducting or performing Harmony Stage Productions business, regardless of location;
- 3) Operating or responsible for the operation, custody, or care of Harmony Stage Productions equipment or other property; or responsible for the safety of others in connection with, or while performing, Harmony Stage Productions-related business.

B. Alcohol

The following acts are prohibited and will subject an individual to discharge:

- 1) The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or
- 2) Being under the influence of alcohol from unauthorized consumption.

C. Illegal Drugs

The following acts are prohibited and will subject an individual to discharge:

- 1) The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or
 - 2) Being under the influence of any illegal drug or other controlled substance.
- Despite many states' recent legalization of medical and/or recreational marijuana, a zero-tolerance policy prohibits any person with HSP from having marijuana while at Harmony Stage Productions-related events or property.

D. Legal Drugs

The following acts are prohibited and will subject an individual to discharge:

- 1) The abuse of any legal drug;
- 2) The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or
- 3) Working while impaired by the use of a legal drug whenever such impairment might:
 - a. Endanger the safety of the individual or some other person;
 - b. Pose a risk of significant damage to Harmony Stage Productions property or equipment; or
 - c. Substantially interfere with the individual's job performance or the efficient operation of Harmony Stage Productions' business or equipment.

Disciplinary Action

A. Dismissal for Violation of Guideline

A first violation of this Guideline will result in immediate discharge whenever the prohibited conduct:

- 1) Caused injury to the individual or any other person, or, in the sole opinion of management, endangered the safety of the individual or any other person;
- 2) Resulted in significant damage to Harmony Stage Productions property or equipment, or, in the sole opinion of management, posed a risk of significant damage;
- 3) Involved the sale or manufacture of illegal drugs or other controlled substances;
- 4) Involved the possession, distribution, or dispensation of illegal drugs or other controlled substances or alcohol in a quantity greater than for personal use;
- 5) Involved the failure of an individual to report a criminal conviction, as required by the policy below.

B. Discretion Not to Discharge

In circumstances other than those described above, Harmony Stage Productions in the discretion of management, may choose not to dismiss an individual for a first violation of this Guideline if the individual satisfactorily participates in and completes an approved drug or alcohol abuse 'assistance' or rehabilitation program when recommended by Harmony Stage Productions.

Workplace Violence

A. Statement of Policy

Harmony Stage Productions recognizes that theater violence is a concern among individuals all across the country. Harmony Stage Productions is committed to providing a safe, violence-free environment in this regard. Harmony Stage Productions strictly prohibits individuals, consultants, customers, visitors, or anyone else on Harmony Stage Productions premises or engaging in a Harmony Stage Productions-related activity from behaving in a violent or threatening manner. Moreover, Harmony Stage Productions seeks to prevent violence before it begins and reserves the right to address certain behaviors, even in the absence of violent

behavior. Harmony Stage Productions believes that prevention of theater violence begins with recognition and awareness of potential early warning signs and has established procedures within Harmony Stage Productions for responding to any situation that presents the possibility of violence.

B. Workplace Violence Defined

Workplace violence includes, but is not limited to, the following:

- 1) Threats of any kind;
- 2) Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
- 3) Other behavior that suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of Harmony Stage Productions property, or a demonstrated pattern of refusal to follow Harmony Stage Productions policies and procedures;
- 4) Defacing Harmony Stage Productions property or causing physical damage to the facilities; or
- 5) With the exception of security personnel, bringing weapons or firearms of any kind on Harmony Stage Productions premises, in Harmony Stage Productions parking lots, or while conducting Harmony Stage Productions business.

C. Reporting

If any individual observes or becomes aware of any of the above-listed actions or behavior by an individual, customer, consultant, visitor, or anyone else, they should notify a Director immediately.

Further, individuals should notify their leadership team if any restraining order is in effect, or if a potentially violent nonwork-related situation exists that could result in violence in Harmony Stage Productions space. No adverse action will be taken against an individual because they notify Harmony Stage Productions in a potentially violent non-place situation.

D. Investigation

All reports of Harmony Stage Productions violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, Harmony Stage Productions will inform the reporting individual of the results of the investigation. To the extent possible, Harmony Stage Productions will maintain the confidentiality of the reporting individual and the investigation. Harmony Stage Productions may however need to disclose results in appropriate circumstances for example, in order to protect individual safety. Harmony Stage Productions will not tolerate retaliation against any individual who reports workplace violence.

Misconduct

The following are examples of some, but not all, conduct which can be considered unacceptable:

- Stealing, removing or defacing Harmony Stage Productions property

- Violation of safety rules and policies.
- Violation of the drug and alcohol-free zone policy.
- Violation of Harmony Stage Productions policies.
- Fighting, threatening or disrupting the work of others.
- Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
- Violation of the Harmony Stage Productions Harassment policy.
- Possession, use, or sale of illegal drugs.
- Using offensive or abusive language.
- Fighting with or threatening directors or performers.
- Harassment of any kind (including sexual harassment).
- Any intentional or negligent act which endangers the safety, health, or well-being of any person.

Not every type of misconduct can be listed and Harmony Stage Productions reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. Harmony Stage Productions will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation.

The observance of these rules will help ensure that Harmony Stage Productions remains a safe and desirable place to perform, learn, and grow.

Sign Here _____

Date _____

Print Name _____

After signing, please return via email to:
 HarmonyStageProductions@gmail.com
 Thank you!