

## Hale Centre Theatre

### Policy for Protection of Minors

Hale Centre Theatre, a Utah non-profit corporation (the “Theatre”) has adopted the following policy for the protection of minors that are present at the Theatre’s facilities for purposes of attending acting classes or participating in theatrical performances produced by the Theatre. HCT is committed to the safety of all persons in its custody.

- Parents sign in and sign out their children, ages 6 – 11, at the beginning and ending of acting classes/camps.
- For acting classes, the Theatre requires all children to adhere to a “buddy system,” ensuring that children are always with another child at all times while at the Theatre. In addition to the classrooms this includes trips to the bathroom, while eating lunch and so forth.
- For theatrical performances that include a minor in the cast, the Theatre assigns an adult staff member as chaperone for the minor cast member while in public spaces.
- The Theatre verifies that all instructors and all adult cast members are not on the Sex Offender Registry for the State of Utah. State and Federal background checks are performed on all those associated in any way with the theatre education program.
- The Theatre’s Teaching Agreement requires the following behavior of acting class instructors as a condition of employment:
  - The instructor will respect property rights as well as the personal rights of others. (This includes not physically or verbally abusing any person and not engaging in conduct that threatens the health or safety of others.)
  - The instructor will observe high standards of decency. (This includes refraining from disorderly, lewd, indecent, or illegal behaviors.)
- Acting class instructors and adult cast members may not engage in the following behaviors either in the presence of or directed toward minor class participants or cast members:
  - Use the internet inappropriately;
  - Use profanity or abusive language; tell inappropriate jokes or share intimate details of personal life;
  - Smoke or use tobacco;
  - Transport minor class participants or actors in their own vehicles;
  - Leave participants or cast members ages 12 and under unsupervised;
  - Engage in any form of corporal punishment;

In addition to the foregoing requirements, acting class instructors and adult cast members must abide by the Theatre's policy against illegal harassment or discrimination against the Theatre employees, independent contractors, and actors (including all minor actors), and acting class participants, by anyone. Anyone participating in abuse/molestation will be subject to civil and/or criminal prosecution to the fullest extent of the law.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as gender, color, race, religion, national origin, age (if age 40 or above), physical or mental disability, sexual orientation or other protected group status under Federal, State and Local laws. The Theatre prohibits harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment as prohibited by law.

Sexual harassment, as defined by law, is strictly prohibited. Sexual advances, requests for sexual favors, or other physical, verbal, or visual conduct based on gender constitutes sexual harassment when the conduct is unwelcome and (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Whether or not certain types of conduct rise to the level of illegal harassment or discrimination, as defined by law, depends on the facts and circumstances in each particular instance. When viewed in light of all of the surrounding circumstances, courts have found that the following types of conduct may give rise to a claim of harassment or discrimination:

1. Verbal Conduct: Intimidating, hostile, derogatory, contemptuous, or otherwise offensive remarks that are directed at an individual or group (i) based on race, color, national origin, religion, gender, disability, age, or other protected group status or (ii) related to or suggesting sexual matters. Examples may include, without limitation, name-calling based on someone's race or gender; vulgar or sexual comments, jokes, stories, and innuendo; bantering with the use of sexually-suggestive comments or innuendo; stereotypes based on gender or race; derogatory comments based on gender, race, age, disability, or other protected group status; gossip regarding one's sex life, inquiries into one's sexual experience and/or discussions of one's sexual activities; and commentary about an individual's body.
2. Visual/Physical Conduct: Examples may include, without limitation, racially and/or sexually oriented posters, pictures, cards, drawings, graffiti, or other objects or written materials; assault, offensive touching, obscene or suggestive gestures; racially or sexually-oriented cartoons, cards, drawings, graffiti. The display or circulation of these objects or written materials through email is prohibited.
3. Threats/Promises: Solicitation or coercion of sexual activity, dates, or the like by the implied or express promise of rewards or preferential treatment or the express or implied threat of punishment.

The Theatre wants all of its employees to work in an environment free of unwelcome harassment or discrimination. But the Theatre can respond to concerns about harassment, discrimination or retaliation only if it is aware of the problem. Further, failure to report any conduct that an employee believes may violate this policy may affect the employee's legal rights. Thus, the Theatre strongly encourages any employee who believes that s/he is being or has been subjected to any inappropriate conduct prohibited by this policy, or if the employee becomes aware of such conduct being directed at someone else, to notify the employee's immediate manager or supervisor, or his/her manager or supervisor. All reported incidents will be investigated promptly. The Theatre expects all employees (a) to cooperate in the investigation and (b) take no action that would interfere with the investigation. All complaints will be kept confidential and will be disclosed only as necessary to allow the Theatre to investigate and respond to the complaint. Any special concerns about confidentiality will be addressed at the time they are raised.

Any employee or cast member who violates this policy is subject to disciplinary action. Disciplinary action will depend on the gravity of the offense and not on the status of the offender and may include immediate discharge in appropriate circumstances. No employee or cast member is protected against disciplinary action for violating this policy because of his/her position at the Theatre or because s/he is friends with or related to any manager or other supervisory personnel. The Theatre will take whatever action it deems necessary to discipline anyone who violates this policy and to prevent an offense from being repeated.