

# JUNGLE THEATER

## SAFE WORKPLACE POLICY

The Jungle is committed to maintaining a safe and respectful workplace that allows artists to fully dedicate themselves to taking risks, being vulnerable, and invest physically, emotionally and intellectually to the art.

### Our commitments:

1. Transcending title, union status, tenure and pay rate, The Jungle is committed to providing a safe, non-violent workplace for all.
2. Harassment of any kind will not be tolerated.  
Examples of harassment may include but are not limited to: physical advances (unnecessary touching), sexual remarks, bullying (humiliation) and any unwelcome or inappropriate physical/verbal behavior outside of the boundaries of consent.

### Our expectations:

1. You (the artist) will be mature, reasonable and behave in a businesslike manner appropriate to the workplace.
2. When you arrive at the Jungle (as scheduled and on time), you are both physically and mentally present.
3. You will be courteous and respectful toward supervisors, co-workers, patrons, and any other persons in the workplace.
4. You will not be at work under the influence of alcohol or illegal drugs.
5. You will report any unsafe conditions or potential hazards, as well as any workplace injuries, accidents or illness to your supervisor as soon as possible.

### What to do if you have a concern:

The Jungle takes concerns seriously and seeks to address issues in a sensitive and timely manner. The following individuals are available to help you resolve any concerns or issues that may arise. We encourage concerns of Level 2 and 3 to be made in writing when possible.

#### **Level 1**

If you feel comfortable doing so, we encourage you to first directly address your concern with the individual(s) involved. This helps to foster an honest and open community and is often the fastest path to a resolution.

#### **Level 2**

If you are not comfortable directly addressing the individual(s) involved, or if no resolution can be agreed upon, your next points of contact can be any of the following:

[NOTE: filled out with show-specific content]

NAME:	_____	NAME:	_____
TITLE:	<u>Stage Manager</u>	TITLE:	<u>Director</u>
EMAIL:	_____	EMAIL:	_____
PHONE:	_____	PHONE:	_____

NAME: \_\_\_\_\_  
TITLE: AEA Deputy \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_

**Level 3**

If an issue has not been resolved through Levels 1 and 2, or if you are an individual named in Level 2 who needs assistance to resolve the issue, your next points of contact can be any of the following people. The contacts at this level may consult with each other and review any legal or other implications of any decision.

NAME: <u>Christina Baldwin</u>	NAME: <u>Robin Gillette</u>
TITLE: <u>Interim Artistic Director</u>	TITLE: <u>Managing Director</u>
EMAIL: <u>cbaldwin@jungletheater.org</u>	EMAIL: <u>rgillette@jungletheater.org</u>
PHONE: <u>612-730-3339 c</u>	PHONE: <u>612-703-0862 c</u>

NAME: <u>David Weinstein</u>	NAME: <u>TBD</u>
TITLE: <u>Board Member</u>	TITLE: <u>Outside Jungle Advocate</u>
EMAIL: <u>dweinsteinmn@gmail.com</u>	EMAIL: _____
PHONE: <u>612-222-7010 c</u>	PHONE: _____

**What you can expect when you report a concern:**

We will treat your concern seriously and investigate immediately. You will not face retaliation of any kind for reporting a concern in good faith. Confidentiality will be maintained to the greatest extent possible.

**What will happen next:**

Upon investigation, the Jungle reserves the right to dictate the appropriate steps of action based on the impact of behavior, which can be up to and including unpaid suspension and/or immediate termination.

Your commitment to this document and a safe workplace is very important and we ask that all artists/employees recognize that intention is not the same as impact. It is crucial you understand the implications of any/all forms of harassment and trust that we, the Jungle, are dedicated to protecting all of our artists and employees as best we can. Should you have any questions about the contents of this document, please contact Christina Baldwin or Robin Gillette for clarification.

“Respect for right conduct is felt by every body.”  
– Jane Austen