



Code of Conduct

This code of conduct is intended to describe the expectations and responsibilities of board members, management, staff, tenants, event and space renters, and volunteers of Le Mondo. As a radically minded local arts organization, we aim to be an accessible, equitable, respectful, and safe space for all who wish to create and enjoy art in Baltimore City. This specifically includes people of color, and people of all ages, abilities, gender expressions and identities, sexual orientations, education statuses, cultural backgrounds, and religious affiliations, or lack thereof. We believe all people have the right to dress and express themselves in the fashion most true to their identity.

The foundation of these expectations includes:

- Treating every person with dignity and respect;
- Being fair, considerate, and honest when interacting with all;
- Conducting oneself professionally; and
- Rejecting violent and discriminatory behavior.

Le Mondo will not tolerate discrimination, sexual harassment, or verbal, written, or physical abuse on its premises, or in any form.

I. **The following are expressly prohibited by Le Mondo:**

- A. Discrimination, or bias-related harassment, based on actual, or perceived, age, ability, race, gender expression or identity, immigration status, sexual orientation, religious beliefs and practices, education status, accent, or nationality;
- B. All forms of harassment, including:
1. verbal;
 2. physical;
 3. visual; or
 4. written.

- C. Sexual misconduct, including:
 - 1. Creating a hostile environment;
 - a. e.g., boasting or bragging about sexual activity; non-consensual lewd communications; or spreading of sexual rumors.
 - 2. Quid-pro-quo (“this for that”) transactional sexual harassment;
 - a. e.g., threatening punishment; or offering reward.
 - 3. Behavior which lacks consent, generally;
 - a. i.e, does not have knowing, voluntary, and clear permission to engage in mutually agreed upon sexual activity, or goes beyond the boundaries of previously established consent.
 - 4. Sexual misconduct, as defined by Maryland law;
 - 5. Sexual harassment;
 - 6. Non-consensual sexual intercourse;
 - 7. Non-consensual sexual contact;
 - 8. Sexual exploitation;
 - a. (e.g., sexual voyeurism; recording or photography of sexual activity, or dissemination thereof, without consent; engaging in sexual activity while knowingly infected with STI and without informing the other person; or administering alcohol or drugs to another person without their knowledge or consent.)
 - 9. Intimate partner or relationship violence; and
 - 10. Stalking.
- D. Suggested, threatened, or actual violence toward any individual or protected group;
- E. Conduct endangering the life, safety, health, or well-being of others; and
- F. Wanton and deliberate destruction of Le Mondo property, or another community member’s personal property.

II. **Emergency Situations / Crisis Protocol:**

- A. In situations requiring an immediate response, please take these steps:
 - 1. Deescalate the situation to the best of your ability (i.e., speak in calm tones with compassionate language, and utilize emotional grounding techniques)
 - a. If this is not possible, remove the violent party from the situation, or premises.
 - 2. Actively listen to what is being conveyed
 - 3. Ask the aggrieved party what they would prefer you do:
 - a. Keep an eye out and ensure a distinct separation of space;
 - b. Talk to the individual and try and sort out the situation; or
 - c. Remove the individual from the space.

III. **Reportees:**

- A. Overall:
 - 1. Executive Director
 - 2. Chief Operating Officer
- B. Programming:
 - 1. Programming Director
 - 2. House Manager
- C. Designated Board Members: (elected by board)
 - 1. (TBD)
 - 2. (TBD)
- D. Tenant Relations: (elected by board / management / staff)
 - 1. (TBD)
- E. Rental Relations: (elected by board / management / staff)
 - 1. (TBD)
- F. Theater:
 - 1. Manager

IV. **Notice is Required of:**

- A. Developing relationships in which a direct supervisory power imbalance exists (hierarchically imbalanced relationships);
 - 1. i.e, those in which a direct power imbalance exist, such as manager / assistant or landlord / tenant relationships.
- B. Such relationships should be promptly reported to the Executive Director and Chief Operating Officer, or the two designated board member Reportees, of Le Mondo.
 - 1. The onus is on the individual with supervisory power to report the relationship.
 - 2. The Reportees must then confirm the consensual nature of the relationship with the the other individual involved.

V. **Reporting Protocol:**

- A. Report:
 - 1. "Reporter" is the person bringing forth the claim.
 - a. Any individual may be a Reporter.
 - b. Access to this route of recourse does not require being a signatory to this code.
 - 2. "Reportee" is the person receiving the report, and has the responsibility to compile all relevant information, as described below.
 - 3. Those who experience, or witness, violations to this code should report the violation to any listed Reportee as promptly as possible.

4. This report (either verbal, or written) should include descriptions of:
 - a. The situation;
 - b. The wrongful behavior;
 - c. The impact, or effect, it had on you;
 - d. How you want the person to change;
 - e. What you believe to be appropriate consequences if the behavior does not change; and
 - f. If you prefer to follow an informal (§V.B.), or formal (§V.C.), conflict resolution procedure.

5. The Reportee must then forward a written description of the report to other relevant Reportees, depending on the expressed preferred resolution procedure, as described below.
 - a. One Reportee must be someone with organizational authority, and come from the “Overall” Reportee category.
 - b. Best efforts should be made for relevant Reportees to be:
 - i. From differing Reportee categories; and
 - ii. Removed from the immediate situation.
 - c. The Reporter’s input will carry much weight as to who the desired relevant Reportees should be.
 - d. Ideally, and if possible, this team will include an independent third-party with subject matter expertise.

6. If necessary, upon receipt of the report, Le Mondo may immediately implement remedial and responsive, or protective, actions including, but not limited to:
 - a. No contact orders;
 - b. Interim suspension upon investigation;
 - c. Scheduling accommodations;
 - d. Limitations of access to Le Mondo, and any other spaces it manages, for programming, rehearsals, or other public / special events; or
 - e. Contract cancellation.

B. Informal Resolution:

1. Involving informal discussion, or mediation, in a neutral environment, with at least two Reportees present.

2. Upon successful completion of the informal mediation session, in which the complaint is satisfied, or wrongful behavior is addressed, the attending Reportees will inform the parties involved, as well as Le Mondo board and management, in writing, of completion, and provide any further recommendations.

3. The attending Reportees will recommend to Le Mondo board and management, in writing, that the formal resolution procedure (§IV.C.) should be followed, if:
 - a. the attempted informal mediation fails;
 - b. the complaint is not satisfied; or
 - c. the Reportees do not come to a unanimous decision.
- C. Formal Resolution:
1. The Le Mondo Board of Review, consisting of at least three Reportees not within the same category, will investigate and review testimony, received in private interviews, as to the wrongful behavior.
 - a. The Reporter, the accused, and any other witnesses will be interviewed separately.
 2. If necessary, a third-party mediator may be enlisted.
 3. The Board of Review will submit a written report to all involved parties, as well as the Le Mondo board and management, as to its findings and unanimously recommended outcome.
- D. Retaliation or intimidation directed at any person who reports the occurrence of harassment or discrimination is not acceptable and will be considered a breach of this code.
- E. The confidentiality and privacy of those involved will be respected throughout the investigation and conflict resolution process. Any relevant documents created in the duration of an informal or formal conflict resolution procedure will be destroyed, after a three-year retention period, upon final resolution.
- F. Anyone who is determined, after a reasonably speedy investigation, to have engaged in harassment or discrimination, or otherwise wrongful behavior in violation of these policies, or fails to cooperate with investigations, will see the consequence of up to complete severance of all relationships with Le Mondo, depending on the facts.
- G. The Reportees involved in the investigation have the authority to charge Le Mondo management with implementing the unanimously recommended outcome.
 1. If the accused party is the Executive Director or Chief Operating Officer, board approval is required for implementation of the recommended outcome.
- H. Appeals Procedure:
1. If an accused party believes a report has been made in bad faith, without reasonable grounds or justification, the individual in question may request an appeal no later than two weeks after the initial corrective action or outcome has been implemented.

2. If the Reporter is not satisfied with the outcome, they may request an appeal no later than two weeks after implementation.
3. A Review Committee will be formed, consisting of:
 - a. the initial Reportee;
 - b. a Reportee not involved in the original investigation; and
 - c. an outside third-party, or a trusted member of the Baltimore arts community.
4. The appeals process consists of:
 - a. an initial individual and group review of the matter by the Review Committee will take place;
 - b. an in-person interview consisting of the person requesting the appeal and the above-named committee; and
 - c. a final, unanimous, ruling by the Review Committee in a confidential conference to uphold, amend, or dismiss the initial corrective action implemented.

VI. **Severability:**

If any part of this code is declared unenforceable or invalid, the remainder will continue to be valid and enforceable.

VII. **Conclusion:**

Le Mondo establishes this code of conduct to hold itself to high standards of communication, collaboration, and artistry. It is meant to detail the principles we wish to model and exemplify in our everyday practice. However, this code unfortunately cannot contain answers and procedures for all situations that may arise, and the various complex and nuanced matters involved. The provisions included within this code will be carried out to the extent that is allowed under the law. This document is intended to be reviewed, critiqued, and amended periodically to reflect the evolving nature of the Baltimore arts and experimental theater community.

Name / Organization

Signature

Date