



Code of Conduct

This code of conduct is intended to describe the expectations and responsibilities of volunteers, students, teachers, event and space renters, performers, tenants, company members, and board members of the Annex Theater. As a radical organization, we aim to be an accessible, equitable, safe, and respectful space for all who wish to create and enjoy experimental theater. 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.

The Annex Theater 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 The Annex Theater:**

- 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, but not limited to:
 - 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 Annex Theater property, or another community member’s personal property.

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

- A. In situations requiring an immediate response, please ensure these steps are taken:
 - 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, take reasonable steps to remove the violating 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.

- B. If necessary, the Annex may choose to utilize further conflict resolution procedures, as described below.

III. **Reportees:**

- A. Overall:
 - 1. Managing Director - Frederick Gerriets (frederick.gerriets@gmail.com)
 - 2. Artistic Director - Evan Moritz (thaconnexion@gmail.com)
- B. Productions:
 - 1. Director of that production
 - 2. Stage Manager of that production
- C. Designated Board Members:
 - 1. (TBD)
 - 2. (TBD)
- D. Designated Company Member:
 - 1. (TBD)
- E. Tenant Relations:
 - 1. (TBD, tenant volunteer)
 - 2. Frederick Gerriets (frederick.gerriets@gmail.com)
- F. Rental Relations:
 - 1. Frederick Gerriets (frederick.gerriets@gmail.com)

IV. **Notice is Required of Concurrently Developing Intimate Relationships:**

- A. i.e, those in which a direct supervisory power imbalance exists, such as teacher / student, or director / performer relationships.
- B. Such relationships should be promptly reported to the Artistic and Managing Directors, or the two designated board member Reportees, of The Annex Theater.
 - 1. While all involved individuals may provide notice, 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 submitting the report.
 - a. Any individual (i.e, member of the public) may be a Reporter.
 - b. Access to this route of recourse does not require being a signatory to this code.
 - c. The Reporter may choose to submit the report verbally, or in writing.

2. "Reportee" is the person receiving the report.
 - a. In order to ease any burden on the Reporter, the Reportee has the responsibility to compile all information relevant in the original report and later investigations, 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 behavior of the accused to change;
 - e. What you believe to be appropriate consequences if the behavior does not change; and
 - i. The Annex recognizes that this may evolve over time.
 - ii. If so, reasonable measures should be taken to inform the relevant Reportees.
 - 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. If necessary, this team will include an independent third party with subject matter expertise.
6. If necessary, upon receipt of the report, the Annex 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 or role assignment accommodations;
 - d. Limitations of access to the Annex facility, currently located at 219 Park Ave., and other spaces managed by Annex Theater, 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 the Annex Board and management, in writing, of completion, and provide any further recommendations.
3. The attending Reportees will recommend to the Annex 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 Annex Board of Review, consisting of at least three Reportees not within the same reporting category, will investigate and review testimony, received in private interviews, as to the wrongful behavior.
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 Annex Board and management, as to its findings and unanimously recommended outcome.

D. The Reportees involved in the investigation have the authority to charge Annex management with implementing the unanimously recommended outcome.

1. If the accused party is the Artistic or Managing Director, board approval is required for implementation of the recommended outcome.

E. 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.

F. 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, depending on the severity of the outcome.

G. 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 The Annex Theater, depending on the facts.

VI. **Severability:**

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

VII. **Conclusion:**

The Annex Theater establishes this code of conduct to hold ourselves 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, we recognize 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.

Last Edited: July 26, 2018

Name / Organization

Signature

Date