

**NEW YORK STAGE AND FILM
CODE OF CONDUCT 2021**

CODE OF CONDUCT

New York Stage and Film is a company dedicated to a flexible, artist-driven process. We believe in artistic freedom, artistic expression, and empowering artists to reach their fullest visions. We also believe that process can only be fostered in a creative space that is also a safe space.

We expect that all members of the community recognize that each individual has a right to a working environment that encourages considerate, dignified and non-sexualized working relationships. New York Stage and Film seeks to ensure that we maintain a welcoming space that fosters understanding and respect, and that all of the following Codes of Conduct are upheld and clearly communicated to everyone.

Included in this code are the following guidelines:

- [NYSAF in Community](#)
- [Anti-Racism](#)
- [Anti-Sexual Harassment](#)
- [Anti-Harassment / Bullying](#)
- [Whistleblower & Anti-Relation](#)
- [Reporting procedures](#)

We require that everyone reviews all of the following guidelines at the commencement of their contract and acknowledge in writing that they will abide by it. We require all projects to make time both during their first day of rehearsal and the first time the full company is on-site, for a meet and greet to review all policies for maintaining a healthy and safe community, and the framework to formally report issues regarding conduct or ethics with no fear of retaliation.

Please note: In any extremely urgent and/or life-threatening situation in the workplace or theatre, particularly with regard to serious violence, the most important and immediate concern is the safety and well-being of the affected person. If there is imminent danger to a person's safety, police, fire department or paramedics should be called. While on the Marist Campus, please dial XXXX to reach Security. For additional non-police aid resources, [please click here](#).

These documents are meant to be an evolving process. We welcome the continuous dialogues, self-examination and changes that will push this work forward. We acknowledge and are grateful for the extensive efforts and collaborations of our theater colleagues in the formation of these policies.

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NYSAF in COMMUNITY: GUIDELINES

As each community has specific needs and concerns, the following are meant to provide an adaptable framework for healthy engagement while working together. Individuals are invited to provide feedback, add or alter, as further uplifts the goals of the community.

Platinum Rule - Treat others the way they want to be treated. And, where you don't know what that is, listen in to find out or, simply, ask.

Respect for Each Individual - Recognize that every individual represents intersections of cultural identities and attitudes, traditions, and rights deserving of respect and protection. Acknowledge that there are a multiplicity of values and practices, and more than one way to think, communicate, engage, and problem-solve.

Be Curious, Open, and Respectful - Both with yourself and with others, it's important to cultivate this kind of suppleness / softness / gentleness.

Speak from Yourself - Speak from your truth. Speak from a place of "I". Seek permission if you would like to share a story that is not yours.

We can't be articulate all the time - Give yourself and each other the benefit of the doubt, please don't be afraid to make mistakes nor to ask questions. Others may be feeling what you are or asking similar questions. You might be holding the key that unlocks something vital.

Take responsibility for our conversations - When unsure, request permission to ask or discuss a particular topic and respect an individual's right to say no.

Flag it - Be conscious of intent and impact - No matter your intention you are also responsible for your impact. If someone says something hurtful, anyone can bring attention to it in the moment by saying "I need to flag that." When someone says something that comes out wrong or hurts someone else – they should pause, acknowledge the impact of their words, invite the person who "flagged" to explain, and then try again. NYSAF also has additional policies and resources to prevent, report, and address specific instances of harmful behavior. Please refer to policies ([click here](#)) and reporting procedures ([click here](#)).

Take care - Our community extends beyond the boundaries of the rehearsal room. Your overall well-being contributes to the general health of the community. As we work together, we will be mindful of supporting each other, advocating for healthy practice and give voice to needs as they arise so everyone can remain engaged with the company.

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ANTI-RACISM PRINCIPLES & POLICY

COMMITMENT TO ANTI-RACISM

NYSAF is committed to dismantling harmful, racist systems to authentically realize our founding principles of process and community. We are committed to anti-racism practices that actively promote equity, inclusion and justice for each person in our community, regardless of gender, race, ethnicity, national origin, age, sexual orientation or identity, education or ableness. NYSAF recognizes that the experiences of Black, Indigenous, Latinx, Asian, Middle Eastern, North African and all People of Color (BIPOC) require additional attention and effort in order to right historic and contemporary wrongs.

SCOPE OF STATEMENT

This policy applies to all executive leadership, board of directors, management, employees, casts, crew, contractors, individuals seeking to work at NYSAF, service providers, partner organizations and any individual on NYSAF property or in NYSAF spaces, or acting on behalf of or representing NYSAF.

ANTI-RACISM POLICY STATEMENT

NYSAF respects the traditions and histories of all individuals and communities, and supports their cultural practices and the specificity of their experiences. NYSAF supports the rights of its employees and community members to work in and enjoy creative spaces that are free from racism, bias, discrimination, and harassment. Therefore,

NYSAF will not tolerate direct or indirect, blatant or inferred, intentional or unintentional acts of racism including racial discrimination, bias, antagonism, harassment, unauthorized investigating, or ill-intended, racially-motivated inequity of any sort, under any circumstance.

NYSAF will continually develop and implement strategies that confront, challenge, and dismantle systemic racism within our own practices and spheres of influence.

NYSAF will provide annual anti-racism, unconscious bias, and intervention training for our full-time staff, seasonal employees, and Board of Directors, and accessible resources for artists in residence.

NYSAF welcomes the continuous dialogues, self-examination and changes that will push this work forward. We believe in accountability and [will be transparent about our evolving practices here.](#)

While racism can be conscious or unconscious, intentional or unintentional, NYSAF is fully committed to purposefully identifying and confronting institutional and interpersonal incidences of racism. NYSAF casts, employees, vendors, contractors and representatives are strongly encouraged to report any real or alleged instances of observed and/or encountered racism.

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Perpetrators of racism, including racial discrimination, harassment, bias, antagonism, villification, unauthorized tracking or investigating, and violators of NYSAF's Anti-Racism policy will be subject to sanctioned consequences up to and including termination.

In accordance with its [Whistleblower and Anti-Retaliation Policy](#), NYSAF will not tolerate retaliation against any employee for making a complaint of harassment or for cooperating in an investigation. [Reporting Procedures may be found here.](#)

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ANTI-SEXUAL HARASSMENT PRINCIPLES & POLICY

COMMITMENT TO A SAFE WORKPLACE

Sexual harassment of any community member in any form is unacceptable conduct, which will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

SCOPE OF STATEMENT

This policy applies to all executive leadership, board of directors, management, employees, casts, crew, contractors, individuals seeking to work at NYSAF, service providers, partner organizations and any individual on NYSAF property or in NYSAF spaces, or acting on behalf of or representing NYSAF.

SEXUAL HARASSMENT POLICY

No supervisor or other employee shall threaten or insinuate, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Similarly, no employee shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct. Sexual harassment can also include unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual; a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

Any employee who feels that they are a victim of sexual harassment by any supervisor, management official, or other employee, customer, client, vendor or any other person in connection with employment at NYSAF is strongly encouraged to [follow the reporting procedures below](#). Any questions about this policy or potential sexual harassment should also be brought to the attention of NYSAF in the same manner. NYSAF will promptly investigate all allegations of sexual harassment in as confidential a manner as possible, and take appropriate corrective action if warranted.

Any employee who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

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ANTI-HARASSMENT / BULLYING PRINCIPLES & POLICY

COMMITMENT TO A SAFE WORKPLACE

NYSAF is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits unlawful discriminatory practices including harassment and retaliation.

SCOPE OF STATEMENT

This policy applies to all executive leadership, board of directors, management, employees, casts, crew, contractors, individuals seeking to work at NYSAF, service providers, partner organizations and any individual on NYSAF property or in NYSAF spaces, or acting on behalf of or representing NYSAF.

HARASSMENT / BULLYING POLICY

Harassment on the basis of any characteristic or quality is strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his/her/their relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

NYSAF defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

NYSAF considers the following types of behavior examples of bullying:

- Verbal bullying. Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying. Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Gesture bullying. Nonverbal gestures that can convey threatening messages.

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- Exclusion. Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express him/her/themself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Any employee who feels that he/she/they are a victim of harassment or bullying by any supervisor, management official, or other employee, customer, client, vendor or any other person in connection with employment at NYSAF should bring the matter to immediate attention. Any questions about this policy or potential harassment/bullying should also be brought to the attention of the same persons. NYSAF will promptly investigate all allegations of harassment/bullying in as confidential a manner as possible and take appropriate corrective action if warranted.

Any employee who is determined, after an investigation, to have engaged in harassment/bullying in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

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In accordance with its [Whistleblower and Anti-Retaliation Policy](#), NYSAF will not tolerate retaliation against any employee for making a complaint of harassment or for cooperating in an investigation. [Reporting Procedures may be found here.](#)

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WHISTLEBLOWER & ANTI-RETALIATION POLICY

PURPOSE OF POLICY

NYSAF is committed to maintaining a work environment where employees are free to voice good faith concerns regarding NYSAF's business practices, including without limitation reporting suspected violations of NYSAF's workplace policies or reporting fraudulent activities, accounting or auditing irregularities, or other improprieties in NYSAF'S fiscal management. This policy enables employees to raise concerns internally prior to seeking resolution outside the organization.

SCOPE OF STATEMENT

This policy applies to all executive leadership, board of directors, management, employees, casts, crew, contractors, individuals seeking to work at NYSAF, service providers, partner organizations and any individual on NYSAF property or in NYSAF spaces, or acting on behalf of or representing NYSAF.

WHISTLEBLOWER POLICY

Therefore, if any employee reasonably believes that some policy, practice, or activity of NYSAF is in violation of law, a written complaint may be filed by that employee with the Executive Director and/or Artistic Director.

It is the intent of NYSAF to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of NYSAF as outlined below, and provides NYSAF with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

ANTI-RETALIATION POLICY

NYSAF will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of NYSAF, or of another individual or entity with whom NYSAF had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy or NYSAF's policies.

NYSAF will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of NYSAF that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

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REPORTING PROCEDURE

Thank you for taking the time to report an incident of potential bias, discrimination, sexual harassment, other harassment/bullying, or another violation of NYSAF's policies. These reports are an important way to ensure NYSAF's workplace lives up to its goals, values, and Codes of Conduct. We take these reports seriously and we make every effort to act on them promptly.

Reporting procedures are being finalized and will be shared prior to arrivals.

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NON-POLICE AID

The following resources were compiled by ENJAN (End the New Jim Crow Action Network) which is dedicated to working in the Hudson Valley to fight the racist criminal justice system. This is a group of Hudson Valley residents working locally to end the era of mass incarceration in this country.

<https://endthenewjimcrow.blogspot.com/p/non-police-aid.html>

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