



## 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. If you don't know what that is, listen in to find out or, 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 has additional policies and resources to prevent, report, and address specific instances of harmful behavior. Please refer to policies and reporting procedures by scanning the QR code below.

**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.



## CODE OF CONDUCT - AN OVERVIEW

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.

### **ANTI-RACISM PRINCIPLES & POLICY**

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 require additional attention and effort in order to right historic and contemporary wrongs. 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.

### **ANTI-SEXUAL HARASSMENT PRINCIPLES & POLICY**

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.

### **ANTI-HARASSMENT / ANTI-BULLYING PRINCIPLES & POLICY**

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. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her/their 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.

### **WHISTLEBLOWER & ANTI-RETALIATION 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. 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. 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'S unabridged Code of Conduct and our Reporting Procedures are made available to community members with their invitation to participate in our programming.*