



## Lukaba Productions dba Stage 773 Workplace Safety Policies

### SEXUAL AND DISCRIMINATORY HARASSMENT

Lukaba Productions will not tolerate harassment based on any Protected Characteristic and will take appropriate measures to prevent and/or stop any such harassment. Harassment is a form of discrimination and violates this policy. It is Lukaba Production' policy that all workers are responsible for assuring that the workplace is free from sexual and other unlawful harassment. Any individual who is aware of any conduct that may violate this policy should promptly report the conduct using the Internal Complaint Procedure (See below).

"Harassment" is broadly defined as any conduct, whether verbal or physical, that denigrates, insults, or offends a person or group on the basis of a Protected Characteristic when (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct is used as a basis for any employment decision; or (3) such conduct has the purpose or effect of interfering with an independent contractor's and/or employee's work performance or creating an intimidating, offensive, or hostile working environment.

Being theater based, the Company has facilities that support and host a diverse group of artists. The staff, administration and actors are artists in residence. Due to the nature of the artistic work which includes parody, satire, humor and improvisation there may be occasions where independent contractors and/or employees are shocked, caught unaware, or made uneasy by actions taken or comments made in the work place. Therefore it is important this is understood and respected and incumbent that independent contractors and/or employees speak openly and directly discuss their work-related concerns or suggestions with their supervisors or to the Executive or Creative Directors.

### DRUG AND ALCOHOL USE AND POSSESSION

It is Lukaba Productions desire to provide a drug-free, healthful, and safe workplace. To promote this goal, workers are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on the premises and while conducting business-related activities off premises, no worker may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair a worker's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Violations of this policy may lead to disciplinary action, up to and including immediate termination of engagement

### WORKPLACE VIOLENCE AND THREATS

Lukaba Productions will not tolerate any workplace violence or threats of violence by or against its workers. As used in this policy, "workplace violence" includes conduct occurring during Company-related work, regardless of whether said conduct occurs on or off the Company's premises including its administrative offices and/or rehearsal/ performance space, directed toward or against any Company or independent contractor and/or independent contractor and/or employee, student, customer, or supplier, whether committed by an independent contractor and/or independent contractor and/or employee or outsider, that involves physical acts of violence, oral or written threats of violence, or gestures or acts that are threatening or intended to convey actual or potential injury. It also includes acts and threats that are later claimed to have been made in jest.

Every worker must take any act or threat of workplace violence seriously. So that the Company can prevent or respond to any act or threat of workplace violence, any worker who is subject to, witnesses, or learns about any such act or threat or who fears or suspects that such an act may occur is required to report the act, threat, fear, or suspicion to the Executive Director or Board President as soon as the act or threat occurs or as soon as the worker fears or suspects that such an act may occur. Failure to immediately report an act or threat of workplace violence may result in disciplinary action, up to and including termination of engagement. When appropriate, the Company will refer acts or threats of workplace violence to the police or other authorities for possible criminal prosecution.

### WHISTLEBLOWER POLICY

This policy is intended to all workers (paid and volunteer) to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

- A. The Whistleblower should promptly report the suspected or actual event to his/her supervisor.
- B. If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the Whistleblower could report the event to the next highest or another level of management, including the Client's Executive Director and/or the Company's Managing Director.
- C. The Whistleblower can report the event with his/her identity or anonymously.
- D. The Whistle blower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
- E. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the relationship, or other legal means to protect the reputation of the Company, its Client and members of the Client's Board and staff.
- F. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of status.
- G. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
- H. Client's supervisors, managers and/or other members who receive the reports must promptly act to investigate and/or resolve the issue.

- I. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

#### **CUSTOMER RELATIONS**

Every independent contractor and/or employee represents the Company's Clients to the patrons and the public. The Company expects its independent contractors and/or employees to be courteous, friendly, helpful and prompt in the attention they give our Clients and their customers. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

#### **DIGITAL CONTENT AND SOCIAL MEDIA POLICY**

The Company recognizes the importance of social networking and content creation on the Internet in shaping public thinking about The Company and current productions and other artistic output. The Company is committed to supporting its independent contractors, volunteers and/or employee's rights to interact knowledgeably and socially through online content creation and networking platforms.

Consequently, these guidelines will help guide appropriate decisions about Company related\* content (whether they be written posts, images, or other media) on all online and social media platforms, shared publicly, privately, or via email. All content should reflect respectful, knowledgeable interactions and protect the privacy, confidentiality, and interests of The Company, independent contractors, volunteers, and/or employees, tenants, and patrons.

\*Note that these policies and guidelines apply specifically to Company-related content and are not meant to infringe upon independent contractors, volunteers, and/or employees' personal interaction or commentary online.

#### **MISCELLANEOUS**

All conduct of Actors is to be commensurate with ethics and professionalism with the mission of the Company. Tenant and Patron Focus is to be considered above all else. Actors are to be respectful of all people they come in contact with.

#### **INTERNAL COMPLAINT PROCEDURE**

Any Actor who believes that a violation of this policy has occurred, whether by a supervisor, coworker, subordinate, Board member, staff, independent contractor, student, vendor, a member of the public, or other person, should immediately inform the Executive Director, Kristin Larsen  
Kristin@stage773.com; 773-929-7367 x 124

All reports will be referred to the Executive Director or the President of the Board, Laura Michaud for investigation, review, or other appropriate action. If Lukaba Productions concludes that this policy has been violated, it will take prompt corrective action reasonably designed to end the violation and to prevent any further violations from occurring. Such corrective action may include disciplinary action against anyone found to have violated this policy, up to and including immediate termination of engagement.