

## **Grosse Pointe Theatre Membership and Volunteer Policy Statement**

As a volunteer or member of Grosse Pointe Theatre (GPT), members agree to volunteer their time and talents towards accomplishing the goals of GPT. A volunteer or member is considered an Authorized User of Grosse Pointe Theatre facilities, services, programs and data in accordance to their position.

### **Professionalism & Pride**

- Represent GPT with professionalism, dignity and pride.
- Display respect and courtesy for GPT employees, volunteers, program participants, visitors and property.
- Keep personal opinions and actions, both in person and on social media, separate from those made as a representative of GPT.
- All gifts received by members in the context of a GPT performance or event are considered donations to the theater. Members must refrain from accepting gratuities, gifts, or opportunities for personal benefit.

### **Harassment, Discrimination, and Bullying**

- Respect others regardless of race, religion, gender, age, ability, sexual orientation, and/or any other identifying demographic that could be a basis for discrimination.
- Not humiliate, degrade, ridicule, harass, bully, or threaten employees, volunteers, program participants, and visitors.
- Avoid vulgar and inappropriate language directed towards other members and volunteers.
- There is zero tolerance for sexual harassment and bullying in the GPT community.
- For more details, refer to the full Sexual Harassment & Bullying Policy

### **Interactions with Children & Young Adults**

- Behave respectfully and appropriately when speaking and interacting with children or young adults.
- Adults should not be alone with children or young adults they are not related to.
- Provide a safe environment for our children.
- For more details, refer to the full Children & Young Adults Policy.

### **Drugs & Alcohol**

- Illicit drugs and alcohol are prohibited during rehearsals and performances.
- Illicit drugs and alcohol are prohibited on 315 Fisher or GPT performance locations at all times.
- Smoke, vape, and use other nicotine substances in designated outdoor areas at 315 Fisher and GPT performance locations.

### **Background Checks**

- All members and volunteers consent to a background check whenever GPT deems it reasonably necessary.

### **Respect of Rehearsal and Performance Spaces**

- Members are responsible for volunteers or visitors to rehearsal and performance spaces and ensuring volunteers share their contact information.
- Members are responsible for guests they invite into 315 Fisher Road at all times, and any policy violations committed by guests.

## **Personal Information, Electronic Communications, Photo, and Video**

- Members authorize and grant permission to GPT, its agents, employees and any person, firm or organization that the GPT may designate to use and disclose photographs, videotapes, or motion pictures, likeness and voice, in electronic or communications transmissions including but not limited to film, videotape, Internet web sites, social media or other forms of recording, newspapers, magazines, television, radio, Internet, and social media and/or use and disclose my name for the use in educational, promotional, fundraising, public relations, and marketing purposes for and about GPT and its programs, services and activities.
- Members and volunteers of GPT consent and agree to receive electronic communications from GPT, its instructors, agents, and employees, including, without limitation, information relating to Grosse Pointe Theatre's productions, programs, meetings, events, outreach, and other notices and information, by email, text messages, or other electronic communications.
- Members respect the privacy of persons served by GPT and hold in confidence sensitive, private, and personal information including but not limited to address, email address, and phone number.

**This membership policy does not replace all other policies of GPT, and members must adhere to those policies as a part of this agreement. This policy can be amended or added to as needed. This policy is available for all members and volunteers to view at any time online.**

## **Policy Noncompliance**

Any Authorized User found to have violated this policy shall be subject to disciplinary and potential legal action, up to and including termination / suspension of membership.

## **What can I do?**

If you see or experience any kind of harassment or violation of this policy, you are encouraged to report it. All reports of sexual harassment or bullying, and policy violations, will be taken seriously. The claims will be investigated and the appropriate actions will be taken.

## **Who Can I Report To?**

There are several avenues a member can take to report harassment, bullying, or policy violation depending on their comfort level.

- Your Production Director or Producer
- GPT Executive Director
- GPT Executive Board (President, Vice President, Treasurer, Secretary)
- GPT Member at Large Board Directors

Each of these board or production directors is committed to ensuring that no one feels harassed or bullied while working with GPT.

## **Initial Violation**

Authorized Users found in violation of this policy shall be notified of the violation by the Executive Director or the BOD Executive Committee and shall have their access to GPT systems, facilities, programs, and data suspended until successful completion of Membership & Volunteer Policy Training specific to the violation. Upon completion of the Membership & Volunteer Policy Training, the Authorized User found in violation may have GPT access restored. The restoration of access to the Authorized User may not be at the same level as it was prior to the violation. If the violation(s) are found to be sufficiently damaging by the BOD Executive Committee, indefinite access suspension, or other actions may result.

## **Second Violation**

Authorized Users found to be in violation of this policy a second time shall be notified of the second violation by the Executive Director or the BOD Executive Committee and shall have their access suspended indefinitely. If suspension of access prevents the user from completing their employment/membership/volunteer duties and responsibilities, the Authorized User shall be removed from their position/membership/employment. Violations that are found to have a substantial negative impact on Grosse Pointe Theatre may result in termination of employment, or membership and/or a permanent ban on access to GPT systems, facilities, programs, data or potential legal action.

## **Reinstatement of Access**

Authorized Users who have had 2 violations and have had access removed may re-apply for access. Applications will be reviewed and any change to access status will be determined by the Executive Director or the BOD Executive Committee and Data Administrators. Applying for reinstatement does not guarantee restoration of access.

## **Violation Reporting and Documentation**

Violations shall be logged using the Grosse Pointe Theatre Policy Violation Form found on the GPT's Enterprise Management System. Violations shall be reviewed by the Executive Director or the BOD Executive Committee who shall also inform the Authorized User. All records of violations shall be stored on GPT's Enterprise Management System.

## **Definitions**

### **Sexual harassment**

Sexual harassment includes unwelcome sexual advances, requests or sexual favors, and other verbal or physical harassment of a sexual nature in any Grosse Pointe Theatre Space (defined above). Sexual harassment does not have to be explicitly sexual or directed at a specific person. Some forms of sexual harassment include: unwanted touching or physical contact, any verbal or physical interaction that makes a member feel uncomfortable, unwelcome sexual advances, discussing sexual relations/stories/fantasies at any Grosse Pointe Theatre Space (defined above), feeling pressured to engage with someone sexually, verbal harassment of a sexual nature, including jokes referring to sexual acts or sexual orientation, making conditions of participation or advancement dependent on sexual favors, either explicitly or implicitly, unwanted sexually explicit photos, emails, or text messages, physical acts of sexual assault, exposing oneself or performing sexual acts on oneself, or anything that reasonably can be understood given the nature of the harassment and the circumstances of the situation.

### **Bullying**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.