

# Employee, Volunteer, & Contractor Handbook Waco Civic Theatre

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## **FOREWORD**

The Waco Civic Theatre has been rooted in the Waco community since the 1920's. The goal and mission of the Waco Civic Theatre is to provide our Central Texas community with quality live theatre, to create an outlet for community education and participation in all aspects of productions, and to instill in the community a sense of pride in the theatre. The Waco Civic Theatre is a non-profit organization governed by a Board of Directors and presents six main stage productions each year.

Whether you have just joined our staff or have volunteering at the Waco Civic Theatre for many years, we are confident that you will find the theatre a dynamic and rewarding place in which to work and serve, and we look forward to a productive and successful association. We consider the employees and volunteers of the Waco Civic Theatre to be its most valuable resource. This handbook has been written to serve as the guide for employees and volunteers at the Waco Civic Theatre.

The policy handbook is designed to be complete, but it cannot address all the possible applications of, or exceptions to, the policies set forth by the Board of Directors.

Neither this handbook nor any other company document confers any contractual right, either express or implied, to remain working or volunteering at the Waco Civic Theatre.

Nor does it guarantee any fixed terms and conditions of your employment or volunteer service. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company, or you may resign for any reason at any time. No supervisor or other representative of the Waco Civic Theatre has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Waco Civic Theatre employees and volunteer and others affiliated with Waco Civic Theatre whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents.

# EMPLOYEE, VOLUNTEER, & CONTRACTOR HANDBOOK ACKNOWLEDGEMENT AND RECEIPT

**I have received my copy of the Employee, Volunteer, & Contractor Handbook.** The policy handbook describes important information about Waco Civic Theatre. I understand that I should consult with my supervisor regarding any questions not answered in the handbook. If my supervisor cannot address my specific questions, then I should seek clarification from the Board of Directors. I have entered into employment or volunteer service with Waco Civic Theatre voluntarily and acknowledge that there is no specified length of employment or service.

**Accordingly, either I or Waco Civic Theatre can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that, no manager, supervisor or representative of Waco Civic Theatre has any authority to enter into any agreement for employment or volunteer service other than at will.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment or volunteer service with Waco Civic Theatre. By distributing this handbook, the organization expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Waco Civic Theatre, and the organization reserves the right to change my hours, status, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Board of Directors, as a decision-making committee, has the ability to adopt any revisions to the policies in this handbook.

**I understand and agree that nothing in the Policy Handbook creates, or is intended to create, a promise or representation of continued employment and that employment or volunteer service at Waco Civic Theatre is “at will”, which may be terminated at the will of either Waco Civic Theatre or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.** I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Waco Civic Theatre or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Signature

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Name (Print)

---

Date

# EMPLOYMENT

## HIRING PROCEDURE

Anyone wishing to apply for an employee position with Waco Civic Theatre must fill out an application form, attach a resume, and submit the completed packet to the Executive Director. All applications will be reviewed by the Board of Directors, and all applicants will be subject to background checks. Applications will be reviewed on the following bases: experience and qualifications, desire to contribute to the team, and potential for growth with Waco Civic Theatre. Applications and resumes meeting those bases will be contacted for interviews via phone number listed on the application. Follow-up interviews may be required for some positions. Applicants selected for the position(s) will be contacted within 72 hours after the interview.

## POSITION CLASSIFICATION CATEGORIES

Employees:

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Waco Civic Theatre.

**Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

**Exempt employees** are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Waco Civic Theatre has established the following categories for both nonexempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work the company's full-time schedule of 37.5 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the company subject to the terms, conditions and limitations of each benefits program.

Temporary workers are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.

Volunteers:

**Volunteers** are individuals who perform hours of service for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation for services rendered. Volunteers are not eligible for benefits, compensation, or sick leave. Volunteers are subject to background checks and are held to the Waco Civic Theatre's Standards of Conduct as outlined in this Handbook. Volunteers are not employees but may be subject to background checks and must abide by the Conflict of Interest, Theatre & Participant Safety Policies and Reporting, and Standards of Conduct.

Contractors:

**Contractors** are individuals under contract with Waco Civic Theatre to perform a task or provide a service for compensation as agreed in the contract. Contractors are not eligible for benefits or hiring procedures outlined in this handbook. Contractors are subject to background checks and the Waco Civic Theatre's Standards of Conduct outlined in this handbook. Waco Civic Theatre is not responsible for withholding income tax, social security, Medicare, or unemployment taxes, and contractors are responsible for filing and paying required taxes with the IRS.

## BACKGROUND AND REFERENCE CHECKS

To ensure that individuals who join Waco Civic Theatre are well qualified and to ensure that Waco Civic Theatre maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who would serve in a director or management role. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to Waco Civic Theatre. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process. All employees, volunteers, and contractors are subject to standard sex offender background check. Anyone's failure to comply will result in either being removed from his or her position or will not be considered for hire. The Board of Directors may accept proof of satisfactory background checks from educational institutions for employees previously verified.

If information obtained in a background check would lead Waco Civic Theatre to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

Waco Civic Theatre also reserves the right to conduct a background check for current employees, volunteers, and contractors to determine eligibility for promotion or reassignment in the same manner as described above.

## NEPOTISM, EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS

Waco Civic Theatre wants to ensure that practices do not create conflicts of interest or favoritism. This extends to practices that involve employee, volunteer, and contractor hiring, supervision, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are permitted to be in positions that have a reporting responsibility to each other with prior disclosure to and approval from Management. The Board must give prior approval for matters involving Management. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees, volunteers, or contractors begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform management and Board of the relationship.

The Board of Directors of Waco Civic Theatre is bound by the Conflict of Interest Policy of the Board. Waco Civic Theatre reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, volunteers, or contractors even if there is no direct-reporting relationship or authority involved.

## CONFLICT OF INTEREST POLICY

### **Purpose**

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of any director, principal officer, or member of the Board of Directors of the Waco Civic Theatre or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Employees, volunteers, and contractors must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee, volunteer, or contractor may be faced with situations in which business actions taken on behalf of Waco Civic Theatre may conflict with the employee, volunteer, or contractor's own personal interests. Waco Civic Theatre property, information or business opportunities may not be used for personal gain.



## **Definitions**

1. Interested Person: Any director, principal officer, or member of the Board of Directors who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investments, or family:
  - a. An ownership or investment interest in any entity with which Waco Civic Theatre has a transaction or arrangement,
  - b. A compensation arrangement with any entity or individual with which the Organization has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## **Procedures**

### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### 3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the Board of Directors meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The member of the Board of Directors shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the Board of Directors shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### 4. Violations of the Conflicts of Interest Policy

a. If the Board of Directors has reasonable cause to believe an employee, volunteer, or contractor has failed to disclose actual or possible conflicts of interest, it shall inform the individual of the basis for such belief and afford him/her an opportunity to explain the alleged failure to disclose.

b. If, after hearing the employee, volunteer, or contractor's response and after making further investigations as warranted by the circumstances, the Board of Directors determines the individual has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Records of proceedings**

The minutes of the Board of Directors meeting shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board of Directors' decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Compensation**

a. A member of the Board of Directors who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No member of the Board of Directors who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to the Board regarding compensation.

### **Annual statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy.
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### **Periodic reviews**

To ensure the Organization operates in a manner consistent with charitable purpose and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

### **Use of outside experts**

When conducting the periodic review as provided in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Employees, volunteers, or contractors with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees, volunteers, and contractors must seek review from their manager or the Board.

## SEPARATION OF EMPLOYMENT

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Resigning employees will provide two weeks' notice, in writing. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify the president of the Board of Directors in writing at least one (1) month before the planned retirement date.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) workday or fail to respond as directed once shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Board of Directors at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Employees of Waco Civic Theatre are employed on an at-will basis, and the company retains the right to terminate an employee at any time.

### **Return of Company Property**

The separating employee must return all company property at the time of separation, including uniforms, cell phones, keys, PCs, smart-devices, props, costumes, and identification cards. Failure to return some items may result in deductions from the final paycheck or criminal charges. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

The separating employee shall contact the Board of Directors as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on. The exit interview will be conducted by a member of the Board of Directors.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits.

### **Rehire**

Former employees who left Waco Civic Theatre in good standing and were classified as eligible for rehire may be considered for reemployment. Normal application procedures must be followed for all rehire candidates.

Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

## EMPLOYEE PERSONNEL FILES

Employee files are maintained by the Board of Directors and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in office. Personnel files may not be taken outside the department.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

# COMPENSATION

## PERFORMANCE AND SALARY REVIEW

Performance appraisals are conducted on an annual cycle. Employees will receive a performance review on the established date each year. The performance appraisal will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

Merit increases are based on company performance and financials and are not guaranteed. A performance review does not always result in an automatic salary increase. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase would be warranted.

Budget allocations for merit increases are planned for and allocated before the start of each calendar year. The annual salary increase program is designed to assist management in planning and allocating merit and promotional increases that reward individual performance, that are market competitive and that are internally equitable.

Salary adjustments are occasionally requested or warranted at times other than the employee's scheduled annual salary reviews. Out-of-cycle salary increases must be preapproved by the Board. The Board will review all salary increase/adjustment requests to ensure internal equity and compliance with company policies and guidelines.

## PAYMENT OF WAGES

Salary payment is made on the 1st and 15th for base salary due up to the pay date. There are 24 pay cycles per year.

It is the company's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address.

If the normal payday falls on a company-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice.

In the event of a lost paycheck, the Board of Directors must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the company within 24 hours of the time it is demanded.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the organization.

Except for extreme emergencies and vacation pay, no salary advances will be made.

## TIME REPORTING

A work hour is any hour of the day that is worked and should be recorded to the nearest tenth of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The usual workweek period is 40 hours.

Employees will submit their time record by close of business four business days prior to the pay day. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

## OVERTIME PAY (NONEXEMPT EMPLOYEES)

Nonexempt employees who exceed 40 hours of work time in a workweek will be paid time and one half.

Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.

The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night.

Supervisors are required to obtain approval from managers prior to the use of overtime.

Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule.

During busy periods employees may be required to work extended hours.

## EMPLOYEE TRAVEL AND REIMBURSEMENT

Employees and volunteers will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the company.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and

within 30 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses. For more details, refer to the company intranet for detailed travel policies, procedures and authorization and reimbursement forms.

Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.



# TIME OFF & LEAVES OF ABSENCE

## VACATION

After one year of service, a full-time employee is eligible to take one-week of paid vacation. After two years of service, the employee is eligible to take two weeks of paid vacation. Executive Director is eligible to take two weeks of vacation annually. If an employee does not choose to use their vacation days for that year, the time will not carry over to the next year.

To schedule vacation time, employees should submit a completed leave form to the supervisor at least two weeks before the requested leave. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on a number of factors, including theatre operating and staffing requirements. The supervisor should return the leave request to the employee within three business days of the date it is submitted indicating that the request has been approved or denied. If the request for vacation leave is denied, the supervisor should provide an appropriate reason on the form returned to the employee.

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

Leave taken beyond an employee's available vacation balance may be unpaid unless otherwise required under state or federal law.

Part-time employees are not eligible for paid vacation.

## SICK LEAVE

Volunteers and part-time employees will not be eligible for sick leave. If a volunteer or part-time employee falls ill, the individual must notify director or supervisor within a reasonable time. Waco Civic Theatre reserves the right to replace or recast positions if the individual will be out for an extended or indefinite period.

Full-time employees may have one week of paid sick leave per year. Unpaid sick leave for full-time employees is as follows:

- Twelve workweeks of leave in a 12-month period for:
  - the birth of a child and to care for the newborn child within one year of birth;
  - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - to care for the employee's spouse, child, or parent who has a serious health condition;
  - a serious health condition that makes the employee unable to perform the essential functions of his or her job;

- any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

## PERSONAL LEAVE OF ABSENCE

Employees who require time off in addition to vacation or volunteers or contractors who require time off may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances.

Employees and volunteers working for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved.

Please contact the Board of Directors for more information on request procedures.

Employees and volunteers must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

## BEREAVEMENT LEAVE

Employees and volunteers who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

Bereavement leave will be granted unless there are unusual business needs or staffing requirements.

Paid bereavement leave for employees is granted according to the following schedule:

- Employees are allowed five days of paid leave in the event of the death of the employee’s spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter.
- Employees are allowed three days of paid leave in the event of death of the employee’s brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of an employee or retiree of the company.

## JURY DUTY

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons.

The company will pay regular full-time and regular part-time employees for time off for jury duty up to one week of pay.

Volunteers and contractors may also have time off for jury duty. Waco Civic Theatre requests the individual notify the supervisor, stage manager, or Board or Directors upon receipt of the summons.

### **Voting Time**

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees will receive up to three hours during the work day to vote. Time off for voting should be reported and coded appropriately on timekeeping records.

Volunteers and contractors may also have time off for voting. Waco Civic Theatre requests the individual notify the supervisor, stage manager, or Board or Directors two days prior to the day of voting.

### **Election Leave**

Employees, volunteers, and contractors who are chosen to serve as election officials at polling sites will be permitted to take required time off to serve in this capacity. It is incumbent on individuals who are chosen to act as election officials to notify their manager a minimum of seven days in advance of their need for time off in order to accommodate the necessary rescheduling of work periods. Time engaged as an election official should be reported and coded appropriately on timekeeping records for employees.

## **MILITARY LEAVE OF ABSENCE**

Waco Civic Theatre is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact the Executive Director.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact the Board of Directors to request leave as soon as they are aware of the need for leave.

## LACTATION/BREASTFEEDING

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Waco Civic Theatre has designated a space for this purpose. A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Nursing mothers wishing to use this room must request/reserve the room by contacting the Board of Directors. Additional rules for use of the room and refrigerator storage are posted in the room. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

# BENEFITS

For more information regarding benefits programs, please refer to the company Summary Plan Descriptions, which were provided to employees upon hire, or contact the Executive Director.

## MEDICAL INSURANCE

Upon Board approval, the company may offer regular full-time employees regularly scheduled to work a minimum of 30 hours per week enrollment in medical insurance coverage options after they have been employed for 30 days. The cost of the medical insurance is split between the company and the employee. Please check to find out the specific cost-sharing details.

Employees have up to 30 days from their date of hire to make medical and dental plan elections. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Executive Director to determine if a family status change qualifies under the Plan document and IRS regulations.

At the end of each calendar year during open enrollment, employees may change medical and dental elections for the following calendar year.

Part-time employees as well as volunteers and contractors are not eligible for medical insurance.

## SAME-SEX MARRIAGES, CIVIL UNIONS AND DOMESTIC PARTNERS

Same-sex marriages/Civil Unions are persons who:

- Are at least 18 years of age and of the same of the same biological gender
- Have participated in a legally recognized marriage or civil union ceremony.

Domestic partners are persons who:

- Are at least 18 years of age and of the same gender.
- Are not legally married to any person and are not related in any way that would prohibit marriage in the company's state of operation.
- Share permanent residence.

Domestic partners must have two of the following:

- Joint lease, mortgage or deed.
- Joint ownership of a vehicle.
- Joint ownership of a checking account or credit account.
- Designation of the domestic partner as beneficiary for the employee's life insurance or retirement benefits.
- Shared household expenses.

Domestic partners are persons who:

- Are at least 18 years of age and of the same gender.

- Are not legally married to any person and are not related in any way that would prohibit marriage in the company's state of operation.
- Share permanent residence

Company registration of a domestic partnership will be required for coverage under company benefits.

- An employee who wishes to register a domestic partnership must contact the Executive Director for information and the registration form. Upon receipt of a properly completed form, the department will consider the partnership registered as of the date on the form's signature line.
- Children of domestic partners are eligible for benefits under the same conditions as are the children of employees' legal spouses.
- Enrollment of domestic partners and eligible dependent children is subject to the same rules as enrollment of other dependents.
- Domestic partners and their enrolled dependents receive the same or equivalent benefits as spouses, and their enrolled dependents receive group continuation health coverage through COBRA and/or individual conversion.
- An employee may terminate a domestic partnership by notifying the Executive Director in writing of the termination of the domestic partnership within 30 days of its termination.

The tax consequences of a domestic partnership are the responsibility of the employee. The value of benefits provided to an employee's domestic partner (and to the domestic partner's eligible children, if any) is considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the Internal Revenue Code.

### GROUP LIFE INSURANCE

Upon Board approval, the company offers regular full-time employees who have been employed by Waco Civic Theatre for 30 days an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Each policy generally pays a death benefit equal to the lesser of their "Life Salary" (as defined in the Plan document) or \$50,000.

### SHORT-TERM DISABILITY BENEFITS

Upon Board approval, the company's short-term disability plan is a benefit that provides partial pay for employees who are unable to work due to illness, injury or disability not related to work, after an absence of more than seven consecutive calendar days. Benefits begin on the eighth day of disability and continue for related absences up to a maximum of 26 weeks. Employees will not be able to return to work without submitting to Executive Director a note from a physician or licensed health care professional authorizing the employee's return. Any time spent on short-term disability counts as part of the employee's FMLA leave.

## RETIREMENT

Upon Board approval, the company offers a voluntary pretax salary contribution and match plan to all full-time employees.

## WORKERS' COMPENSATION BENEFITS

The company is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor.

# WORKPLACE EXPECTATIONS

## CONFIDENTIALITY

Our clients and other parties with whom we do business entrust the company with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees, volunteers, or contractors without a “need to know.” If an employee, volunteer, or contractor questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees, volunteers, and contractors to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to the Board of Directors

## OUTSIDE EMPLOYMENT

Employees and volunteers are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with, or compromise the company interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by Waco Civic Theatre. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees and volunteers are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If Waco Civic Theatre determines that an employee’s outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

## ATTENDANCE AND PUNCTUALITY

Vacation and holidays for employees and volunteers must be scheduled with a supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior



scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.**

## ATTIRE AND GROOMING

It is important for all employees, volunteers, and contractors to project a professional image while at work by being appropriately attired. Waco Civic Theatre. Employees, volunteers, and contractors are expected to be neat, clean and well-groomed while on the job. Clothing should be appropriate to the type of work being performed.

Waco Civic Theatre is confident that employees, volunteers, and contractors will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee, volunteer, or contractor who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

## SOCIAL MEDIA—ACCEPTABLE USE

Below are guidelines for social media use:

- Employees, volunteers, and contractors may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants.
- Employees, volunteers, and contractors may not post obscenities, slurs or personal attacks that can damage the reputation of the company, clients, employees, volunteers, contractors, or applicants.
- Waco Civic Theatre may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of working relationship.

## SOLICITATIONS, DISTRIBUTIONS AND POSTING OF MATERIALS

Waco Civic Theatre prohibits the solicitation, distribution and posting of materials on or at company property by any employee or nonemployee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Waco Civic Theatre management and company-sponsored programs related to Waco Civic Theatre products and services.

Provisions:

- Nonemployees may not solicit employees or distribute literature of any kind on company premises at any time.

- Employees may only admit nonemployees to work areas with management approval or as part of a company-sponsored program. These visits should not disrupt workflow. An employee must accompany the nonemployee at all times. Former employees are not permitted onto company property except for official company business.
- Employees may not solicit other employees during work times, except in connection with a company-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a company-sponsored event
- The posting of materials or electronic announcements are permitted with approval from the Board of Directors.
- Employees and volunteers may not fundraise for outside organizations on Waco Civic Theatre property.

Violations of this policy should be reported to Management. If management violates the policy, the report should be directed to the board.

# THEATRE & PARTICIPANT SAFETY POLICIES AND REPORTING

## STANDARDS OF CONDUCT POLICY

To function effectively, every organization must develop policies and procedures to protect its clients and to ensure that co-workers' and the company's rights are respected. Waco Civic Theatre is no exception. Generally, conduct that may be disruptive, unproductive, unethical, or illegal will not be tolerated.

Violation of this Standards of Conduct Policy may lead to corrective or disciplinary action, up to and including discharge, depending on the circumstances of the individual case. The following is a non-exhaustive list of conduct that may violate this policy:

- Falsifying records or engaging in fraud.
- Removing Waco Civic Theatre property from the premises without authorization.
- Stealing or attempting to steal Waco Civic Theatre, employee, volunteer, or contractor property.
- Being habitually tardy or absent.
- Use of racial, abusive, demeaning, or sexually charged language.
- Bullying.
- Any unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.
- Fighting on Waco Civic Theatre property at any time.
- Being under the influence of intoxicating substances on Waco Civic Theatre property at any time.
- Using or abusing Waco Civic Theatre time, property, materials, or equipment without authorization.
- Gambling on Waco Civic Theatre premises at any time.
- Bringing dangerous or unauthorized weapons onto Waco Civic Theatre premises.
- Defacing Waco Civic Theatre property.
- Engaging in criminal activity.
- Violating or abusing Waco Civic Theatre policies.
- Neglecting job duties.
- Bringing the organization into serious disrepute.

The company may consider an employee, volunteer, or contractor's job performance, prior violation of work rules, and other relevant circumstances in determining whether to counsel, warn, suspend, or discharge an employee, volunteer, or contractor. It is up to the employee or

volunteer's supervisor and the Waco Civic Theatre Board of Directors to decide whether corrective action, up to and including dismissal, is appropriate.

## COMPLAINT POLICIES AND PROCEDURES

Waco Civic Theatre is committed to maintaining a safe workplace. To further its goal, Waco Civic Theatre may issue safety rules and guidelines. You are required to comply with all Waco Civic Theatre's safety rules and guidelines, as well as any applicable federal, state, and local laws regarding workplace safety. Violations of this policy should be reported to Management. If management violates the policy, the report should be directed to the board. In addition, you must keep your work area free of any potential hazards. Failure to follow Waco Civic Theatre's safety rules and guidelines may result in discipline, up to and including termination of employment.

### **Complaint Procedure**

If you are subjected to any conduct or condition that you believe violates this policy, you must promptly speak to, write, or otherwise contact your supervisor or production director, as soon as possible following the offending conduct or condition. If you have not received a satisfactory response within five (5) days after reporting any incident of what you perceive to be discriminatory conduct, please immediately contact the Board of Directors. These individuals will ensure that a prompt investigation is conducted. Although not mandatory, a Complaint Form is available at the end of this manual to make your complaint if you wish to use it.

If you witness any unsafe conditions or potential hazards (such as wet floors/broken equipment/defective appliances), you must report them to your direct supervisor immediately, or, if your direct supervisor is unavailable, the Board of Directors as soon as possible.

You must promptly and accurately report all workplace injuries, accidents, or illnesses to Waco Civic Theatre Board of Directors regardless of the severity. This includes reporting near miss encounters. Procedure is outlined in the "Reporting Workplace Injuries and Illnesses Policy" section of this manual.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. Waco Civic Theatre will directly and thoroughly investigate the facts and circumstances of all claims of perceived discrimination and will take prompt corrective action, if appropriate. Your confidentiality is important to us. Waco Civic Theatre recognizes that employees, volunteers, and contractors who have experienced harassment, especially acts of sexual violence, are concerned about the confidentiality and privacy of information relating to an incident. Once the Theatre is aware of an incident, information is only shared with those who have a "need to know" the information in order to assist with the theatre's management or resolution of the incident. The Complainant's name may be redacted and withheld from information given to the Respondent based on the nature of the complaint or request of the Complainant.

A thorough investigation may involve interviews with management, all of the parties involved in the matter, as well as other witnesses. The Theatre will provide both parties, the complainant

and respondent, with the same opportunities to prepare written and/or oral statements. Both parties, at their own expense, may have others present during any related meeting or interview.

Waco Civic Theatre is committed to enforcing this policy against all forms of discrimination. However, the effectiveness of our efforts depends largely on employees, volunteers, contractors telling us about inappropriate workplace conduct. If employees, volunteers, or contractors feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees, volunteers, and contractors do not report discriminatory conduct, Waco Civic Theatre may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Additionally, any manager or supervisor who observes discriminatory conduct must report the conduct to the Board of Directors so that an investigation can be made, and corrective action taken, if appropriate.

The Theatre uses two processes to resolve reports of prohibited conduct: Alternative Resolution, which includes informal or restorative options for resolving reports that do not involve disciplinary action against the party, and Disciplinary Resolution, which involves an investigation, adjudication, and if appropriate, the imposition of discipline, up to and including termination of employment.

Alternative Resolutions are voluntary and focused on remedies-based resolution that does not involve taking disciplinary action against a respondent. Depending on the form of the Alternative Resolution used, it may be possible for a complainant to maintain anonymity. The Theatre will not compel a complainant to engage in mediation, to confront the respondent directly, or to participate in any particular form of Alternative Resolution. The remedies could include, but not limited to peer-to-peer mediation, third-party mediation, written statements to the party, one-on-one reconciliation meeting, and group reconciliation meetings.

Disciplinary Resolutions are mandated by management or the board and require the respondent to modify behavior or require termination of employment or association with the theatre.

### **Violations of this Policy**

Any employee, volunteer, or contractor, regardless of position or title, whom Waco Civic Theatre Board of Directors determines has engaged in retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment.

### **Administration of this Policy**

The Waco Civic Theatre Department is responsible for the administration of this policy. If you have any questions regarding this policy or questions about retaliation that are not addressed in this policy, please contact the Waco Civic Theatre Department.

### **Conduct Not Prohibited by This Policy**

This policy is not intended to restrict communications or actions protected or required by state or federal law.

### **Board Of Directors Production Liaison**

The Board of Directors will select one member of the board to act as a liaison between the cast and crew with the Board. Prior to every production, the Board Liaison will evaluate the script to ensure content complies with all policies. The Liaison will meet with the entire cast and crew prior to the beginning of production and review the Standards of Conduct, Youth Protection Policies, and the Complaint Procedure. In addition, the Liaison will ensure that the cast and crew have a contact number to the Board.

The Board Liaison may from time to time attend rehearsals, production meetings, and work sessions. The role of the Liaison is to observe and be accessible, but it is not to involve themselves in the day-to-day operations of the production.

Within 2 days of the final performance, the Board Liaison will direct an evaluation to be distributed to cast and crew and any legal guardians. The evaluation will allow cast members to evaluate the production and make suggestions for future performances. The evaluation will be anonymous and a summary will be presented to the Board as soon as practicably possible.

## **ANTI-RETALIATION POLICY**

### **All Unlawful Retaliation Prohibited**

Waco Civic Theatre strictly prohibits and does not tolerate unlawful retaliation against any employee, volunteer, or contractor, by any employee, volunteer, or contractor. All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation, or other form of retaliation for participating in any activity protected by law.

Examples of protected activities include:

- Lodging a good faith internal complaint (written or oral) with management or the board specifically opposing unlawful discrimination or harassment or complaining about violations of wage and hour law (for example, if an employee, volunteer, or contractor believes she has been sexually harassed).
- Filing a good faith complaint of unlawful discrimination or harassment with the US Equal Employment Opportunity Commission (EEOC), the Texas Workforce Commission Civil Rights Division (TWC), or in court.
- Participating in Waco Civic Theatre's internal investigation into allegations of discrimination or harassment.
- Supporting another employee's internal or administrative complaint of unlawful discrimination (by, for example, testifying or providing an affidavit in support of a co-worker who has filed a discrimination complaint with the EEOC or TWC).
- Filing a good faith complaint with the US Department of Labor (DOL), TWC, or in court about wage and hour violations or unfair pay practices, or participating in a wage and hour investigation or audit conducted by the DOL or the TWC.

- Requesting an accommodation under the Americans with Disabilities Act or the Texas Labor Code.
- Requesting or taking leave under the Family and Medical Leave Act.

The examples above are illustrative only, and not exhaustive. No form of retaliation for any protected activity will be tolerated.

### **Complaint Procedure**

If you are subjected to any conduct that you believe violates this policy, you must promptly speak to, write, or otherwise contact your direct supervisor or, if the conduct involves your direct supervisor, the Waco Civic Theatre Board of Directors ideally within ten (10) days of the offending conduct. If you have not received a satisfactory response within five (5) days after reporting any incident of what you perceive to be retaliatory conduct, please immediately contact the Board of Directors. These individuals will ensure that an investigation is conducted in a timely fashion. Although not mandatory, a Complaint Form is available in this packet to make your complaint if you wish to use it.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. Waco Civic Theatre will directly and thoroughly investigate the facts and circumstances of all perceived retaliation and will take prompt corrective action, if appropriate.

Additionally, any manager or supervisor who observes retaliatory conduct must report the conduct to Waco Civic Theatre Board of Directors. so that an investigation can be made and corrective action taken, if appropriate.

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

### **Equal Opportunity Employer**

Waco Civic Theatre is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. Waco Civic Theatre strictly prohibits and does not tolerate discrimination against employees, volunteers, contractors, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All Waco Civic Theatre employees, volunteers, contractors, or other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

Waco Civic Theatre complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, Waco Civic Theatre will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions

of the job, unless doing so would create an undue hardship. Waco Civic Theatre will also, where appropriate, provide reasonable accommodations for an employee, volunteer, or contractor's religious beliefs or practices.

If you believe you need an accommodation, refer any such request to the Board of Directors.

### **Definitions of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also 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/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her 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 and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

### **Individuals and Conduct Covered**

These policies apply to all applicants, employees, volunteers, and contractors, whether related to conduct engaged in by fellow workers or someone not directly connected to Waco Civic Theatre (e.g., an outside vendor, consultant, or customer).



Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

## DRUG-FREE WORKPLACE

Waco Civic Theatre is committed to the elimination of drug and/or alcohol use and abuse in the workplace. Alcohol and drug abuse pose a threat to the health and safety of employees, volunteers, contractors, and the security of our equipment and facilities.

This policy applies to all employees, volunteers, contractors, and applicants of Waco Civic Theatre. The Board of Directors and management are responsible for policy administration. Violations of this policy should be reported to Management. If management violates the policy, the report should be directed to the board.

### **Assistance and Drug-Free Awareness**

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from County Public Health District or local healthcare provider.

Waco Civic Theatre will assist and support members of the Theatre who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require operating machinery or if they have violated this policy previously.

Employees, volunteers, and contractors should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees, volunteers, or contractors from the lawful use and possession of prescribed medications. Employees, volunteers, and contractors must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees, volunteers, and contractors should not, however, disclose underlying medical conditions unless directed to do so.

### **Work Rules**

The following work rules apply to all employees, volunteers, and contractors:

- Whenever employees, volunteers, or contractors are working, are operating any company vehicle, are present on company premises, or are conducting related work off-site, they are prohibited from:
  - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
  - Being under the influence of alcohol or an illegal drug as defined in this policy.

- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee, volunteer, or contractor's body while performing company business or while in a company facility is prohibited.
- Waco Civic Theatre will not allow any employee, volunteer, or contractor to perform their duties while taking prescribed drugs that are adversely affecting the individual's ability to safely and effectively perform their job duties. Employees, volunteers, and contractors taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

### **Required Testing**

The company retains the right to require the following tests:

- **Pre-employment:** All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- **Random:** Employees, volunteers, and contractors are subject to random testing. Refusal to submit to testing will result in disqualification of further employment.
- **Reasonable suspicion:** Employees, volunteers, and contractors are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. The Board of Directors must be consulted before sending an individual for reasonable suspicion testing.
- **Post-accident:** Employees, volunteers, and contractors are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee, volunteer, or contractor requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- **Follow-up:** Employees, volunteers, or contractors who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the individual's work history/record, Waco Civic Theatre may offer an employee, volunteer, or contractor who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee, volunteer, or contractor either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

### **Consequences**

Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Employees, volunteers, and contractors who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.

The first time an employee, volunteer, or contractor tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees, volunteers, and contractors will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and board. Should the results prove to be negative, the employee, volunteer, or contractor will receive back pay for the times/days of suspension.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

### **Inspections**

Waco Civic Theatre reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, volunteers, contractors, and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees, volunteers, and contractors who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

### **Crimes Involving Drugs**

Waco Civic Theatre prohibits all employees, volunteers, and contractors from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Employees, volunteers, and contractors are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

## **WORKPLACE BULLYING**

Waco Civic Theatre defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the company Code of Ethics, which clearly states that all employees, volunteers, and contractors will be treated with dignity and respect. Violations of this policy should be reported to Management. If management violates the policy, the report should be directed to the board.

The purpose of this policy is to communicate to all employees, volunteers, and contractors, including supervisors, managers and executives, that the company will not tolerate bullying behavior. Employees, volunteers, and contractors found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. Waco Civic Theatre considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/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 threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

## VIOLENCE IN THE WORKPLACE

All employees, volunteers, contractors, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees, volunteers, and contractors are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, volunteer, contractors, customer, vendor, or business associate will not be tolerated. Waco Civic Theatre resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. Waco Civic Theatre treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, a member of Waco Civic Theatre Board or any member of senior management. When reporting a threat or incident of violence, the employee, volunteer, or contractor should be as specific and detailed as possible. Employees, volunteers, and contractors should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees, volunteers, and contractors should promptly inform the Board of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees, volunteers, and contractors are encouraged to report safety concerns with regard to intimate

partner violence. Waco Civic Theatre will not retaliate against employees, volunteers, or contractors making good-faith reports. Waco Civic Theatre is committed to supporting victims of intimate partner violence by providing referrals to community resources and providing time off for reasons related to intimate partner violence.

Violations of this policy should be reported to Management. If management violates the policy, the report should be directed to the board. Waco Civic Theatre will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Waco Civic Theatre will not retaliate against employees, volunteers, or contractors making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Waco Civic Theatre may suspend employees, volunteers, or contractors suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Waco Civic Theatre encourages employees, volunteers, and contractors to bring their disputes to the attention of their supervisors or before the situation escalates. Waco Civic Theatre will not discipline employees, volunteers, or contractors for raising such concerns.

## SAFETY

It is the responsibility of each employee, volunteer, and contractor to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee, volunteer, and contractor has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee, volunteer, or contractor to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee, volunteer, or contractor or that the individual witnesses. Failure to report such an infraction may result in disciplinary action, including termination. Violations of this policy should be reported to Management. If management violates the policy, the report should be directed to the board.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, volunteer, contractor, client or company property at risk can lead to disciplinary action and/or termination.

To prevent injury and unsafe conditions for everyone, no one under the age of 18 may use power tools or heavy equipment without an authorized individual over the age of 21 or a parent present.

The Health and Safety Committee and the safety director shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

## SMOKE-FREE WORKPLACE

It is the policy of Waco Civic Theatre to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees, volunteers, and contractors. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

The smoke-free workplace policy applies to:

- All areas of company buildings.
- All company-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the company.
- All visitors (customers and vendors) to the company premises.
- All contractors and consultants and/or their employees working on the company premises.
- All employees, temporary employees, volunteers and student interns.

Smoking is permitted in parking lots only.

Employees, volunteers, and contractors who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

## DISABILITY ACCOMMODATIONS POLICY

### **Commitment to Equal Employment Opportunities**

Waco Civic Theatre complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, Waco Civic Theatre will provide a reasonable accommodation to disabled applicants, volunteers, contractors, and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

### **Requesting a Reasonable Accommodation**

If you believe you need an accommodation because of your disability, you are responsible for requesting a reasonable accommodation from the Board of Director. You may make the request orally or in writing. Waco Civic Theatre encourages employees, volunteers, and contractors to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your oral or written request, Waco Civic Theatre will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Waco Civic Theatre encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, Waco Civic Theatre is not required to make the specific accommodation requested by you and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on Waco Civic Theatre. Violations of this policy should be reported to Management. If management violates the policy, the report should be directed to the board.

### **Medical Information**

If your disability or need for accommodation is not obvious, Waco Civic Theatre may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, Waco Civic Theatre may require that you see a health care professional of Waco Civic Theatre 's choosing, at Waco Civic Theatre 's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.

Waco Civic Theatre will keep confidential any medical information obtained in connection with your request for a reasonable accommodation.

### **Determinations**

Waco Civic Theatre makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

Waco Civic Theatre strives to make determinations on reasonable accommodation requests expeditiously and will inform the individual once a determination has been made. If you have any questions about a reasonable accommodation request you made, please contact the Waco Civic Theatre Board of Directors.

## **ANTI-HARASSMENT POLICY**

### **All Unlawful Harassment Prohibited**

Waco Civic Theatre strictly prohibits and does not tolerate unlawful harassment against employees, volunteers, and contractors because of race, religion, creed, national origin, ancestry, sex (including pregnancy), gender, age, physical or mental disability, citizenship, genetic information, past, current or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

### **Sexual Harassment**

All Waco Civic Theatre employees, volunteers, contractors, and representatives are prohibited from harassing employees, volunteers, contractors and other covered persons based on that individual's sex or gender (including pregnancy and status as a transgender or transsexual individual) and regardless of the harasser's sex or gender.

The behavior of any staff member, production staff member, volunteer, or board member which fits the definition of sexual harassment and/or sexual abuse is a form of misconduct that will result in reporting to the proper authorities and termination of the perpetrator's relationship with the theatre. Claims of sexual harassment will be investigated in a prompt and effective manner. All staff members, production staff members, board members, employees, volunteers, and contractors of Waco Civic Theatre, particularly those in supervisory or management capacity, are expected to become familiar with the contents of this policy and to abide by the requirements it establishes.

To further this policy, Waco Civic Theatre strictly prohibits any auditions or interviews in private places, such as hotel rooms or residences. Any instances violating this policy must be reported to the Board of Directors.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request or conduct is used as a basis for employment decisions.
- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive work environment.

Waco Civic Theatre will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually-related comments or jokes, unwelcome sexual advances or requests for sexual favors).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated. Harassment is prohibited both at the workplace and at employer-sponsored events.

Additionally, any form of sexual abuse or conduct is not tolerated. Sexual abuse includes but is not limited to unwanted physical sexual contact.

### **Other Types of Harassment**



Waco Civic Theatre's anti-harassment policy applies equally to harassment based on an employee, volunteer, or contractor's race, religion, creed, national origin, ancestry, age, physical or mental disability, citizenship, genetic information, past, present or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, drawings or making derogatory gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated.

Harassment is prohibited both at the workplace and at employer-sponsored events.

### **Fight Scenes and Scenes of Intimacy Consent**

Employees, volunteers, and contractors recognize that certain performances may involve participation in scenes portraying violence or scenes of intimacy. By consenting to the script, the individual is considered to consent to participation in such scenes as agreed upon by the individual and the Waco Civic Theatre. Any non-consensual deviance outside of the agreed script and sequence may be reported by the employee, volunteer, or contractor to the Board of Directors as per standard policy. Parents or legal guardians of minors involved in scenes must give parental consent to the script and sequence. Any deviance from the agreed upon script involving a minor will go through the same report and investigation as outlined in the Youth Protection Policy.

### **Complaint Procedure**

Violations of this policy should be reported to Management. If management violates the policy, the report should be directed to the board. If you are subjected to any conduct that you believe violates this policy or witness any such conduct, you must promptly speak to, write or otherwise notify Management or the Board of Directors. If you have not received a satisfactory response within five (5) days after reporting any incident of what you perceive to be harassment, please immediately contact the Board of Directors. These individuals will ensure that a prompt investigation is conducted. Although not mandatory, a Complaint Form is available in this packet to make your complaint if you wish to use it.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. Waco Civic Theatre will directly and thoroughly investigate the facts and circumstances of all claims of perceived harassment and will take prompt corrective action, if appropriate.

Additionally, any manager or supervisor who observes harassing conduct must report the conduct to Waco Civic Theatre Board of Directors so that an investigation can be made and corrective action taken, if appropriate.

# YOUTH PROTECTION POLICY

## ABUSE AND MOLESTATION

Waco Civic Theatre has a zero tolerance policy for abuse, sexual harassment, or molestation of anyone under the age of 18. All parents and caregivers should understand that the Waco Civic Theatre is committed to the safeguards in place to protect members under 18. Waco Civic Theatre subjects all applicants to a mandatory criminal background check and volunteer screening check.

Abuse and molestation of minors includes but is not limited to:

- Forced, pressured, or tricked into taking part in any sexual activity;
- Physical, emotional, or psychological pressure or persuasion to engage in or witness; or
- Sexual activity of any kind between a minor and an adult.

Abuse and molestation do not require physical contact. Anyone under the age of 18 cannot consent to any of the above activity, and consent may not be used as an excuse. All harassment outlined in the Anti-Harassment section of this policy applies to minors and is subject to the disciplinary actions of the Youth Protection Policy.

Whenever an employee, volunteer, or contractor under the age of 18 is present on property there must be at least two adults present over the age of 21 who have passed the required background checks and have been approved by the Board of Directors or is a parent volunteer. Adult employees, volunteers, and contractors and youth members share the responsibility for the safety of all participants. Anyone who witnesses or experiences abuse, sexual harassment, or molestation of a minor must report the incident to the Board and to local law enforcement. This provision does not include a parent or guardian who is working alone in the theatre with their own child or charge.

Any time an individual is working one on one with a theatre member under the age of 18 the door to the room or auditorium must remain open.

## COMPLAINT PROCEDURE

If you are subjected to any conduct that you believe violates this policy or witnesses any such conduct, you must report the incident as soon as possible by speaking to the Board of Directors and reporting the incident to law enforcement. The Board will leave all investigation to law enforcement but will be present to ensure the safety of all minors on Waco Civic Theatre property. An incident report form is attached at the end of this handbook to help with your report. Be as detailed as possible, including the names of all individuals involved and any witnesses.

## NO RETALIATION

No one will be subject to, and Waco Civic Theatre prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

Waco Civic Theatre is committed to enforcing this policy against all forms of harassment. However, the effectiveness of our efforts depends largely on employees, volunteers, and contractors telling us about inappropriate workplace conduct. If employees, volunteers, or contractors feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees, volunteers, and contractors do not report harassing conduct, Waco Civic Theatre may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

#### VIOLATION OF THIS POLICY

Any allegations of harassment or abuse involving a member under the age of 18 will be turned over to law enforcement for investigation. Any individual, regardless of position or title, including the Board of Directors, is subject to the outcome of investigations by law enforcement and may be terminated by the Board of Directors.

#### ADMINISTRATION OF THIS POLICY

The Waco Civic Theatre Department is responsible for the administration of this policy. If you have any questions regarding this policy or questions about retaliation that are not addressed in this policy, please contact the Waco Civic Theatre Department.

## MISCELLANEOUS POLICIES

It is important to remember that Waco Civic Theatre is a corporation. Waco Civic Theatre seeks to create an environment which provides positive elements often associated with friends and family, but it is legally a corporation. The life and health of the corporation is dependent upon the unified and cohesive efforts of all members within the organizational chart. Upon accepting a role or crew assignment, you become a volunteer ambassador and representative of this corporation. The art of theatre is a collaborative venture which requires cooperation among participants. In the event that challenges develop which threaten the efficient health of the corporation, please attempt to reach solutions utilizing existing structures and organizational hierarchy. In the event that a volunteer cannot or will not agree to the guidelines of Waco Civic Theatre the management reserves the right to ask them to leave the premises. The use of offensive or threatening language will be grounds to ask any volunteer to leave the Waco Civic Theatre premises. All of the guidelines set forth will be upheld in the strongest manner. Please remember that participation in a Waco Civic Theatre events or production is a privilege, not a right.

### WORK CALLS

Waco Civic Theatre depends upon the participation of cast and crew in realizing the technical elements of production, including scene, light, costume, property, and makeup. Work calls are designated by production staff, approved by the Executive Director, and communicated during the rehearsal process. Minimally, work calls are held on a Saturday in the production calendar. Cast and crew are expected to participate in all work calls, unless informed otherwise. Post-production Strike of sets, costumes, etc. are also considered as mandatory work-calls.

### PERSONAL CONTRIBUTIONS

Your participation at Waco Civic Theatre does not require any personal contribution other than time, talent, and energy. However, many technical elements of production, including costumes, props, makeup, etc., benefit from individual personal contributions. Your contribution in these areas is greatly appreciated and helps complement small production budgets. However, please seek the approval of the Executive Director before purchasing anything. The Executive Director is responsible for the artistic integrity and unity of a production and needs to have control over all such elements.

### PARKING

Please park in the rear lot and enter through the back of the theatre. Although perhaps less convenient than entry through the lobby, this policy allows for better security, traffic control, and lobby maintenance. During performance, this provides maximum convenience for patrons.

### PUBLICITY

You will be asked to provide basic biographical information about yourself which may be used in publicity efforts. Also, your contributions to help promote and increase awareness of the production is appreciated. You agree, if asked, to help contribute to these promotional efforts by distributing fliers, granting interviews, and allowing publication of photographic images and biographical information.

### COMPLIMENTARY TICKETS

Waco Civic Theatre provides two "comps" to each unpaid cast or crew member.

### LIABILITY

Waco Civic Theatre does not accept responsibility for personal injury, loss of personal property, or consequences of individual criminal activity, while involved in Waco Civic Theatre activities. Waco Civic Theatre will attempt to provide, but cannot guarantee, support services in cases where injury or loss occurs. By signing this agreement, you release Waco Civic Theatre of associated responsibilities, both specific and inferred.

### POLITICAL

The political views of the employee, volunteer, or contractor are not reflective of the views or opinions of the Waco Civic Theatre or affiliates.

Please complete this page and return to the stage manager ASAP

Part/Role: \_\_\_\_\_

I, (please print name)\_\_\_\_\_ have read and understand the above information, and have maintained a copy of this document for my personal reference.

*I also give my permission for Waco Civic Theatre to do a criminal background check in order to protect its interests and those of its cast, crew and volunteers.*

Mailing Address:

City:

State:

ZIP:

Day Phone:

Evening Phone:

Mobile:

Health Insurance Carrier:

Policy #

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

(of parent or guardian if under the age of 18)

## BOARD LIAISON SCRIPT

Good morning/evening, my name is \_\_\_\_\_, and I am a member of the Board of Directors of Waco Civic Theatre. We are proud of our non-profit organization and want to ensure that you have a positive experience.

Let me explain the Board's role. We are not the director and we are not the Executive Director, we are not responsible for the day-to-day operations. We are responsible for the policies, procedures, and safety of the organization. If you have a concern or issue, please talk to your director, supervisor, or the Executive Director. If the problem is not resolved and violates our Standards of Conduct or Safety Policy, please contact me. I can be reached at: \_\_\_\_\_ (phone) or \_\_\_\_\_ (email).

I am handing out our Standards of Conduct and Complaint Procedure Chart. Please review.

In general violations of this policy should be reported to your direct supervisor or management. If management violates the policy, the report should be directed to the board.

(SEE ATTACHED- Review the prohibited behavior that it outlined in the policy. Review the complaint procedures.)

We have also adopted a No-Retaliation Policy. This means that you can raise a care or a concern and you should not fear being fired, dismissed, or asked to leave.

I also want to address our Youth Protection Policy. We have a zero-tolerance and a responsibility to report any abuse of a child or minor. A minor is anyone under the age of 18. Period, no exceptions. Even if a Baylor or MCC student is 17, they are a minor.

Abuse and molestation of minors includes but is not limited to:

- Forced, pressured, or tricked into taking part in any sexual activity
- Physical, emotional, or psychological pressure or persuasion to engage or witness
- Sexual activity of any kind between an adult and minor.

Abuse and molestation do not require physical contact.

Anyone under the age of 18 cannot consent to any of the above activity, and consent may not be used as an excuse.

Also, we use the Rule of 2. There must be two adults present at all times when minors are in the building.

Any time an individual is working one on one with a theatre member under the age of 18 the door to the room or auditorium must remain open.



Since this is a theatre production organization there may be times that minors will need to engage in combat scenes or scenes of intimacy. The minor AND parent or legal guardian must approve of the scene, and a parent, legal guardian, or two approved adults over the age of 21 must be present during rehearsals.

At the end of the production each one of you, as well as parents and legal guardians, will receive an anonymous survey. The survey allows us to review our staff, our progress, and our productions. It enables the Board to accurately plan for the future.

Thank you for the participating in this production of \_\_\_\_\_.

The Board Chair is \_\_\_\_\_ and can be reached at \_\_\_\_\_.

You can contact me at \_\_\_\_\_ with any questions or concerns.

INSTRUCTIONS: DISCRIMINATION, HARASSMENT, RETALIATION  
COMPLAINT FORM

*Instructions:* Waco Civic Theatre is committed to providing a work environment free from discrimination, harassment and retaliation. Waco Civic Theatre's Equal Employment Opportunity Policy, Anti-harassment Policy, and Anti-retaliation Policy outlines Waco Civic Theatre's prohibitions against discrimination, harassment and retaliation.

These policies provide mandatory procedure for employees, volunteers, and contractors to report prohibited conduct. One option for reporting discrimination, harassment or retaliation is to complete this form and provide it to the Board of Directors. You are not required to use this form to file a complaint. However, you should read and be aware of Waco Civic Theatre's mandatory reporting procedures, whether you choose to use this form or not.

Any employee, volunteers, and contractors can report discrimination, harassment and retaliation, whether as a victim or a witness. Regardless of your experience with the discrimination, harassment or retaliation, it is important to be as specific as possible in your complaint so that Waco Civic Theatre can fully investigate the conduct and take prompt corrective action, as necessary. Include all known information about the complaint, including the identity of any witnesses with knowledge of the allegations or offenses and any other known evidence related to the complaint. You are not limited to the space provided. Waco Civic Theatre encourages you to attach any additional materials that may assist us in investigating the claim.

To investigate the complaint, Waco Civic Theatre will need to interview you, those subject to the alleged discrimination, harassment or retaliation (if not yourself), the alleged offenders and any known witnesses. However, Waco Civic Theatre will notify all individuals involved that the investigation is confidential to the extent permitted by law and make clear that unauthorized disclosures could result in disciplinary action.

DISCRIMINATION, HARASSMENT, RETALIATION COMPLAINT FORM

**Employee/Volunteer/Contractor Name:**

**Today's Date:**

**Incident Date/Period (if ongoing incident):**

**Incident Time (if a single incident):**

**Incident Location (if a single incident):**

Identify the individual(s) who participated in discrimination, harassment or retaliation:

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Identify the individual(s) subject to the alleged discrimination, harassment or retaliation:

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Identify (to the best of your knowledge) when the discrimination, harassment or retaliation occurred. If it occurred over a period of time or continues to occur, identify that period of time:

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Identify why you believe the discrimination, harassment, or retaliation occurred:

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Describe in detail the facts that form the basis of this complaint (attach additional sheets of paper if necessary):

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Has anyone else witnessed the alleged conduct? To the best of your knowledge, please identify those individuals and describe their scope of knowledge of the alleged conduct:

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Are you aware of any other evidence of the alleged conduct (for example, documents, emails, videotapes, audiotapes, or other records or materials that substantiate your complaint)? To the best of your knowledge, please identify and describe any and all existing evidence and attach any and all existing evidence in your possession to this complaint:

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Did you take any action to try to stop the alleged conduct? If so, please describe the action you took and what resulted:

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Have you previously reported or complained about the alleged conduct or any other discrimination, harassment or retaliation while employed or volunteering at Waco Civic Theatre? If so, please identify the person you reported the conduct to, the date of the report and the resolution:

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How would you like to see the situation resolved?

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I acknowledge that I have read and understand the above information. I certify that to the best of my knowledge, the information I have provided on this form is accurate. I understand and acknowledge that a copy of this complaint and any attachments may be provided to the alleged offender(s). I also understand that this complaint and any attachments may be viewed by appropriate administrators and other witnesses involved in the investigation of this complaint. I am willing to fully cooperate in this investigation.

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Signature

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Date

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Signature of Supervisor or Manager  
Reviewing Complaint

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Date