

Code of Conduct and Anti-Harassment Policy

The purpose of this Code of Conduct and Anti-Harassment Policy (“this Policy”) is to establish clear expectations for respectful conduct and communication and to prohibit harassment and other forms of interpersonal misconduct within the organization.

The Community Players of Concord, NH is committed to creating and maintaining a safe, welcoming, and inclusive environment for all members, volunteers, staff, guests, and participants and ensuring that everyone is treated with dignity and respect. Verbal, physical, and sexual abuse, harassment, and other forms of interpersonal misconduct are incompatible with these values and will not be tolerated.

All participants are expected to communicate with one another respectfully and constructively. Disagreement and critical feedback are a normal and valuable part of creative collaboration; however, communication must remain civil, professional, and respectful at all times, including when a person is frustrated, upset or disagrees with a decision. These expectations apply to all forms of communication, including in-person interactions, email, text messages, messaging platforms, social media, and other electronic communications.

This Policy applies to all activities of the organization, including rehearsals, performances, auditions, meetings, social events, online communications, and any other context in which members, volunteers, and participants interact or represent the organization.

I. Prohibited Conduct

A. Verbal Abuse

Verbal abuse is language - spoken, written, or electronic - that a reasonable person would find insulting, demeaning, intimidating, threatening, or humiliating, regardless of whether the speaker intended harm. This includes hostile emails, texts, messaging platform posts, social media messages, or any other form of communication.

Examples include, but are not limited to:

- Aggressive, hostile or threatening tone in person or in writing
- Insults, name-calling, or personal attacks
- Belittling, mocking, or publicly humiliating someone
- Repeated personal criticism beyond reasonable artistic or organizational feedback
- Slurs or derogatory language about personal characteristics
- Profanity directed at an individual

Repeated hostile communications—even if each message seems minor—may constitute verbal abuse.

B. Harassment and Misconduct

Harassment of any kind is prohibited. Harassment includes unwelcome verbal, emotional, physical, or sexual conduct that creates an intimidating, hostile, or offensive environment. Examples include:

- Bullying or threats

- Hate speech
- Physical intimidation or assault
- Sexual misconduct, suggestive language, or unwanted touching

Any behavior that compromises the safety, dignity, or well-being of participants is unacceptable. Immediate threats or physical assaults should be addressed immediately, including contacting emergency services if necessary.

C. Retaliation

Retaliation against anyone who reports a violation of this Policy, participates in an investigation, or supports another person in doing so is strictly prohibited.

II. Reporting Of Violations

Concerns regarding violations of this Policy may be brought to any member of the Board of Directors. If the concern involves a board member, it may be reported to any other board member.

III. Resolution Procedures

A. Informal Resolution

For concerns that are less severe in nature - or where the reporting party prefers to resolve the matter without a formal process - informal resolution may be offered. Informal resolution may include:

- The reporting party asking the offending individual to stop the behavior, either one on one or with the support of an ally
- A facilitated conversation between the parties, with the assistance of a third party from the organization's leadership
- A mediated agreement between the parties about future interactions
- A verbal or written apology

Important: The reporting party may request that their concern be handled formally by the Board at any time, regardless of the Board's initial assessment of severity.

B. Formal Investigation

When a concern is serious, or when informal resolution is not appropriate, has not been successful, or when the reporting party asks for a formal investigation, the following procedures will apply.

Investigation: The Board of Directors shall appoint either a member or members of the Board, or a neutral third party, to conduct an investigation, which shall consist of interviewing the reporting party, the respondent, and any relevant witnesses, and reviewing any relevant documentation or communications. The investigation will be conducted as promptly and thoroughly as circumstances allow.

Fairness: Both the reporting party and the respondent will have the opportunity to share their account of events and to identify witnesses or evidence they believe to be relevant. Both parties will be treated with

respect and fairness throughout the process. Neither party should be pressured to change their account or to drop the matter.

Confidentiality: All parties are expected to keep the details of the investigation confidential to the extent possible. This does not prevent either party from consulting with a personal advisor or support person.

Outcome: Upon completion of the investigation, a report will be made to the Board of Directors, which shall be responsible for determining the outcome. The Board of Directors will communicate the outcome to both parties. Outcomes may include a finding by a preponderance of the evidence that the Policy was violated, a finding that the conduct in question did not violate the Policy, or a finding that the evidence is such that the matter is inconclusive. Where a violation is found, appropriate consequences will be imposed

IV. Progressive Discipline

If the Board of Directors determines that a violation of this Policy has occurred, it shall take corrective action appropriate to the circumstances. In many cases, discipline will follow a progressive process as outlined below. However, the Board reserves the right to bypass, accelerate, or modify these steps when warranted by the seriousness of the conduct.

1. Verbal Warning

A Board representative will meet with the individual to discuss the objectionable conduct and to communicate the expectation that it must cease immediately.

2. Written Warning

A subsequent violation may result in a written warning stating that further violations may lead to removal from participation in Community Players activities.

3. Ineligibility for Participation

Further violations may result in the individual being deemed ineligible to participate in Community Players activities, including productions, rehearsals, meetings, and events.

Violations are cumulative. Different forms of misconduct—including in-person behavior and written or electronic communication—may be considered together when determining whether progressive discipline is warranted.

V. Acknowledgment

Participation in Community Players activities constitutes agreement to abide by this Code of Conduct.

[Adopted March 11, 2026]