Code of Conduct

Shore Thing Theater is committed to its mission of building community through comedy. We use improvisation to enrich, empower, and entertain our audiences. As a CSz Worldwide theater (ComedySportz Jersey Shore), we also strive to have every interaction model the CSz Worldwide values of collaboration, inspiration, gratitude and fun. Not only do we do this because we're nice and good people, but also because we genuinely believe that a safe and diverse environment leads to more creativity and better teamwork.

We also know that as a comedy theater, an attempt to prohibit the telling of jokes with lewd content or to ban the use of innuendo or friendly teasing is not only unrealistic, but also undesirable. Because our environment is not like that of an office, the community members must use common sense, empathy, and respect, in an earnest effort to determine the comfort level of the people around them before engaging in behaviors that could potentially be considered harassment or bullying.

Many performers might consider themselves to have a "tough skin" and to be expected to "just deal with" situations that might make them uncomfortable. However, the very nature of being a performer means that you are also often at your most vulnerable before, during, and after performances. We ask that during your interactions and performances, you remember this and continually strive to make sure others know you've "got their back."

Who This Policy Applies to

This policy applies to all volunteers, guest performers, applicants for employment, all players including but not limited to, independent contractors, corporate officers and any other person associated with Shore Thing Theater, including business partners, participants, and visitors. It applies not only to the workplace during normal business hours, but also to all theater--related social functions, whether on or off the company premises, and business--related travel.

Purpose and Application

The purpose of this policy is to protect the community members of Shore Thing Theater, as well as the business and interests of Shore Thing Theater and ComedySportz Jersey Shore. This policy's intent is not to stifle the creativity and energy that each member brings, but foster growth and development through safe, respectful, and protected collaboration, communication and action. This policy extends to all theater--related interactions, whether in person, via telephone, in writing, or through electronic communications such as email, text message, instant messaging, blogs, electronic conferencing, and social media postings regardless of whether they are made through a computer, cell phone, or other electronic device.

Expectations

What Shore Thing Theater will do

Shore Thing Theater is committed to providing an environment that is free of discrimination, harassment, bullying, and other offensive behaviors. All Shore Thing Theater community members are expected to support this commitment by treating everyone they interact with in a respectful and honorable way.

No one will be denied or given playing opportunities based on going along with or rejecting sexual advances or any other behavior prohibited by this policy.

Players who report harassment or who assist in the investigation of a complaint of harassment will not be subject to retaliation, intimidation, or reprisals of any kind. Any player who engages in these behaviors against another player because of a complaint under this policy will be subject to corrective action up to and including dismissal and legal action if deemed necessary.

If a complaint is brought by or directed against an individual who would otherwise play a role in responding to and attempting to resolve the complaint, the function assigned to that person by these procedures may be assigned to a third party. Shore Thing Theater is a member of CSz Worldwide and all performers at Shore Thing Theater who are also performers in ComedySportz Jersey Shore should feel comfortable using the resources of CSz Worldwide regardless of the show in which a complaint occurred. Community members who feel uncomfortable reaching out to the Shore Thing Theater leadership are encouraged to speak with a representative from ComedySportz Worldwide.

You can reach out to:
- DEI Representative - Amelia Fowler - amelia@csznewyork.com
- Executive Council President, Ria Torricelli, President of Shore Thing Theater - ria@shorethingtheater.com
- Executive Council Vice-President, Lisa Little, GM of CSz San Antonio - lisa@cszsa.com
- Jersey Shore Player Advocacy Representative: Trish Tyler - Trishvtyler@icloud.com

What you will do
Community members must use common sense, empathy, and respect in an earnest effort to determine the comfort level of the people around them before engaging in behaviors that could potentially be considered harassment.

Respectful behaviors include being courteous, compassionate and considerate of others, as well as working cooperatively and putting in effort to communicate and understand each Code of Conduct other's unique experiences, perspectives, intents and needs.

Communication and understanding are critical to the growth and success of our company. It is your responsibility to act with integrity and work together to create a safe and nurturing environment.

You have a right to feel safe and respected. If you ever feel uncomfortable, it's ok to say so.

If you feel the words or actions of another member have crossed your boundaries, you have the right to engage them in a respectful conversation if you feel comfortable in doing so. If you're not comfortable or the person refuses to respect your boundaries, report it *(outlined in Shore Thing Theater Reporting Procedure)*.

Prevention
If any community member believes a situation is developing which could potentially violate this policy or the law, then that community member should report the situation (confidentially if needed) to the owner of Shore Thing Theater, or their Player Advocate. Shore Thing Theater, utilizing any expert advice deemed necessary, shall attempt to resolve the potential situation before a violation of this policy or the law actually occurs.

Protect each other. If you see something, say something.

How to Approach Someone
If approaching someone, do so with the understanding they may not be aware of what they did.

● This does not excuse their actions, but realize they may think/feel differently.
● It is their job to take responsibility for what they did, but it is your job to communicate it to them. Do so in the way you would want someone to approach you.
● Consider giving yourself a “cooling off” period before approaching someone. It is very difficult to engage someone in a rational discussion when your emotions are at their peak.
● Don’t attack. Present what happened and why it made you feel uncomfortable or offended. If needed, involve someone else to help facilitate the discussion.
● Remember you are teammates. Work together.

If Approached by Someone
If you have been approached by someone who has felt offended, listen non-judgmentally.
● What you did may (or may not) have been ok, but not for this person.
● Take it as an opportunity to evaluate your behavior, learn how to work with this person, and consider whether you should avoid making that choice in the future.
● Realize that this person is coming directly to you. That’s a sign of respect.
● Remember you are teammates. Work together.

Prohibited Behaviors
Shore Thing Theater prohibits discrimination or harassment of its community members by any other community member, for reasons including, but not limited to, a person’s race, creed, color, religion, sex, age, ancestry, national origin, disability, genetic information, sexual orientation, political beliefs, gender identity, marital status, and any other characteristic protected by law.

Examples of behaviors that could be considered harassment include, but are not limited to the following:
● Intimidation, sabotaging, physical assaults, or threats
● Slurs, epithets, or name-calling
● Posting offensive messages on social media sites
● Unwelcome sexual flirtations, advances, or propositions
● Leering, staring, unwelcome touching or physical closeness
● Using company-provided electronic devices (including computers and cellphones) to view, display, or distribute pornography or other offensive content.
● Any other unwelcome or unsolicited behavior including sexual or offensive jokes, messages, images, insults, ridicule or mockery, told by any means (in person, computer, cell phone, etc.)

Conduct with Minors
All community members associated with Shore Thing Theater shall refrain from private, one-to-one communications with minor students, minor audience members, or any other minor associated with Shore Thing Theater who is not a member of their family, except and unless necessitated by communication required by Shore Thing Theater for the purposes of work. Shore Thing Theater community members and minor(s) shall interact in public spaces, otherwise they may only interact when monitored by at least one other adult (follow the rule of three).

Conduct with Current Adult Students
Consensual Relationships Between Faculty and Adult Students- It is against Shore Thing Theater policy for students and instructors to enter and/or engage in romantic and/or sexual relationships with one another while the instructor is teaching the student in a class and/or supervising the student’s work. If a relationship has been established prior to the student’s enrollment in the class (marriage, domestic partnership, etc) please make the leadership of Shore Thing Theater aware prior to enrollment in the class.

Consensual romantic and/or sexual relationships between instructors and students not enrolled in a class the instructor is teaching, while not forbidden, generally are considered unwise and inappropriate. Please note that even where both parties have consented at the outset to a romantic and/or sexual involvement, such consent does not preclude a subsequent charge of sexual harassment against the instructor. The nature of the instructor/student relationship is one that relies on an imbalance of power, which is why we advise to use caution or refrain from engaging in relationships of a romantic or sexual nature in any situation where a power imbalance exists.

Professionalism

In order to support the creation of a positive and professional culture, you must also abide by the following policies.

● Honor the commitments that you have made to this theater.
● Be on time for all commitments. Inform your manager if you will be late before your call time.
● Do not move or take anyone's belongings, including personal items or props for other shows, without their knowledge and consent.
● Be respectful of the theater space. Help keep the theater and studio appearance clean and professional. Pick up and clean up after yourself before leaving the premises.
● For ComedySportz Players, no drugs or alcohol may be consumed for at least 4 hours leading up to a performance. If you are visibly intoxicated you will be asked to leave.
● No player may consume alcohol or smoke while wearing the ComedySportz jersey. The nature of a ComedySportz Match is all-ages appropriate events and therefore no illegal or illicit materials may be in a player's possession during matches.
● ComedySportz Players who are in attendance but not playing in a match may consume alcohol provided they are not in uniform, will not be performing within 4 hours, are at least 21 years of age, and do so responsibly and with moderation.
● Be respectful of other members of Shore Thing Theater, both within the theater and out of the theater. This includes refraining from inappropriate and offensive language, making derogatory comments, violating the person or space of another individual, or engaging in aggressive or harassing behavior in person or via telecommunications and social media.
● Respect and honor the diversity and culture of our audiences, performers, staff, and all persons in our theater.
● By appearing in Shore Thing Theater performances, events, classes, and workshops, you consent to the use of your image for marketing and promotional purposes as long as they are an active member of the theater. If no longer an active member of the theater, images may still be used by Shore Thing Theater unless otherwise requested by the performer.

Reporting Procedures

The intent of this Code of Conduct and supporting documents is to create a safe environment and proactively resolve issues that arise between community members. Any individual who has experienced or observed harassment or offensive behavior by anyone is advised to follow one or more of the steps below:

A. Discuss it with that person if you feel comfortable. Refer to the section "How to Approach Someone".
B. Report the behavior/incident to the leadership at Shore Thing Theater or the designated Player Advocate using the steps outlined in "Shore Thing Theater Reporting Procedure". The reported incident will be evaluated based on the totality of the circumstances, and appropriate actions as laid out in the "Shore Thing Theater Grievance Reporting Procedure" will be taken.

On Criminal Investigations

If it becomes known that any community member of Shore Thing Theater is under investigation by a public authority for any crimes of a violent and/or sexual nature, including but not limited to sexual assault or crimes involving illegal pornography, then Shore Thing Theater reserves the right to ban that individual from all Shore Thing Theater related activities. Should the person under investigation appear at any Shore Thing Theater-related activities and/or our venue following this removal, they will be considered to be a trespasser and representatives of Shore Thing Theater will not hesitate to call authorities to remove the accused from the property.

On Accusations of Criminal Activities

Shore Thing Theater reserves the right to ban any person from properties or events managed by Shore Thing Theater for any reason, including but not limited to accusations by any person of criminal activity that, in the opinion of Shore Thing Theater, includes or exceeds the sorts of prohibited behaviors described in this policy.

If, in the judgment of the Shore Thing Theater, the accused behavior(s) places in doubt the safety of any community member, then the accused will be immediately and without investigation removed from all Shore Thing Theater activities until such time as the Shore Thing Theater is satisfied that the accusations are and were unfounded and/or resolved.

Should the accused appear at any afore-mentioned activities or venues following this removal, they will be considered to be a trespasser on the property and Shore Thing Theater representatives will not hesitate to call authorities to remove the accused from the property.

The reinstatement of the accused to any Shore Thing Theater-related activity or venue will be at the sole discretion of the management and leadership of Shore Thing Theater.

I acknowledge and agree to follow the conduct policies outlined in the Shore Thing Theater Code of Conduct above.

_____	_____	_____
Printed Name	Signature	Date

I acknowledged that I have received a copy of the Shore Thing Theater Grievance Reporting Procedure. I understand the process and methods discussed within and and agree to follow the procedures it sets forth.

_____	_____	_____
Printed Name	Signature	Date

SCOPE
The purpose of this policy is to proactively resolve issues that arise between community members of Shore Thing Theater. It describes how we handle instances of unkindness such as harassment, bullying, and discrimination between our community members. **Instances of criminal activity (assault, rape, molestation, etc.) that justify legal action should be reported directly to the proper legal authorities, in addition to informing the management of Shore Thing Theater.**

INITIAL STEPS
If you have experienced or witnessed an incident you believe to be in violation of the Shore Thing Theater, you are advised to follow one or more of the following steps:

A. Discuss it with that person if you feel comfortable. *Refer to the section "How to Approach Someone" in the Shore Thing Theater Code of Conduct.*
B. Report the behavior/incident to the management and leadership of Shore Thing Theater or your Player Advocate

For step B the following options can be requested:
1. Mediation -- intervention between the two parties by a third source with the goal of resolving the issue
2. Formal Complaint -- a filed, formal grievance against the alleged offender. Mediation can be requested with or without filing a formal complaint.

If mediation is requested without filing a formal complaint (which includes an investigation), the complainant does so with the understanding that, without sufficient evidence to determine if the alleged offender has violated the Conduct Policy, corrective or disciplinary actions against the alleged offender will be limited.

Mediation will be conducted by one or more of the following:
- The management of Shore Thing Theater
- Approved Player Advocate

Requests for specific mediators will be considered and approved on an as received basis. Mediation can be requested by emailing the owner of Shore Thing Theater or the Player Advocate.

Outcomes of Mediation
The possible outcomes of mediated meetings are listed below:
1. The complainant and the alleged offender come to a mutual understanding and decide no further action is necessary. This will be documented, in email, and sent to the owner of Shore Thing Theater and the Player Advocate.
2. The complainant and the alleged offender come to an agreement for how they will interact in the future. This agreement is put into writing, signed by and sent to everyone in attendance at the meeting, with the expectation that both parties follow the guidelines explained therein. If either party violates the guidelines laid out in this agreement, additional corrective or disciplinary action will be taken against the party in violation.
3. If there is no mutual agreement or understanding, Shore Thing Theater will determine an appropriate course of action, possibly including corrective or disciplinary actions. Shore Thing Theater's determination will be sent to all parties involved in writing. (See "Corrective Actions" and "Disciplinary Actions").

FORMAL COMPLAINT
When a formal complaint is filed, the following steps will be taken:
1. Documentation of the incident by the complainant
2. Assignment of resolution committee
3. Creation and delivery of notices
4. Investigation
5. Resolution

Documentation: Reporting Procedure

All reports of alleged incidents should be filed as soon as possible, in writing (email or written) to one or more of the following people:
1. Shore Thing Theater Creative Director - Ria Torricelli
2. Shore Thing Theater Vice President - Susan Kleiner
3.. CSz Jersey Shore Operations Manager - Scott Mihalick

4. Player Advocate for CSz Jersey Shore - Trish Tyler

If the person is uncomfortable reporting to one of the above members, they can contact:
1. An independent CSz community member to report on their behalf (one not involved with or witness to the alleged event)
2. Lisa Little, CSz San Antonio Owner and CSz Worldwide Vice President lisa@cszsa.com
3. A representative of the DEI committee - Amelia Fowler - amelia@csznewyork.com

The individuals listed are current and accurate as of the date of the signing of the Code of Conduct agreement, but are subject to change.

Details should include dates and times of the alleged offense, as well as parties involved or witnessed to the event. The complainant can request an independent party, or Player Advocate to assist in the writing of the grievance.

In all instances where a grievance is reported, the leadership of Shore Thing Theater will be notified that a grievance has been reported. In an effort to respect the privacy of the complainant, the specific details of the grievance (complainant's name, people involved, specific events etc.) that are reported to the owner of Shore Thing Theater will be determined collaboratively by the complainant and the party to whom they report their grievance. This initial information will be communicated to the owner of Shore Thing Theater in writing.

Resolution Committee
Upon receipt of the formal complaint, the Player Advocate will investigate and resolve the issue. In the event all committee members are involved, a third party source will be determined by agreement from the complainant, committee members and/or the managers of Shore Thing Theater.

Notices
Based on the information received, the Resolution Committee will draft a Notice of Alleged Violation. If necessary, the committee can request additional information from the complainant and/or witnesses before drafting the notice. The Notice of Alleged Violation will describe in detail the manner in which the behavioral standards in the Shore Thing Theater Conduct Policy were reported to have been violated. A statement of alleged violation does not imply that the violation did or did not take place. This notice will be provided to the complainant, the alleged offender and the owner of Shore Thing Theater.

Investigation
The investigation into the alleged offense will be conducted by the Player Advocate, who may request assistance from theater management. All investigations will be conducted to protect, as much as is practicable, the privacy of all persons concerned.

Any community member who is contacted in connection with the investigation is expected to cooperate fully. Additionally, community members who are contacted are expected to keep the details of the investigation confidential. Discussing details of the investigation with persons not involved is strictly prohibited.

Investigation procedures may include, but are not necessarily limited to the following:
● The designated investigator(s) may request to speak to witnesses of the alleged incident(s).
● The designated investigator(s) may request to speak to individuals who were directly involved in the alleged incident(s), potentially including the alleged offender and/or the complainant.
● The designated investigator(s) may request other forms of reliable documentation regarding the alleged incident (email, text message, and/or social media correspondence, etc.).
Individuals contacted in regards to the alleged incident(s) have no obligation under this policy to provide any record of communications between themselves or any other individual which unreasonably violates their own privacy or the privacy of any other person.

Resolution
After the investigation has been completed, and all documentation pertaining to the incident(s) in question have been submitted to Shore Thing Theater, and Shore Thing Theater has issued an official notice to the parties involved, one or more of the following courses of action may be taken:

1. Mediation and/or Corrective Actions
A meeting can be arranged between the complainant, the alleged offender, and a designated third-party. The leadership of Shore Thing Theater may attend this meeting at the request of any of the aforementioned parties, or at his/her own discretion. The leadership of

Shore Thing Theater may also assign a designated Shore Thing Theater representative to attend this meeting on their behalf. Additional persons may be present at this meeting, at the request of any of the aforementioned parties, provided that the Resolution Committee agrees. The purpose of this meeting is to discuss the Notice of Alleged Violation and work toward a solution.

2. Corrective Actions without Mediation
Shore Thing Theater, in collaboration with the complainant and the alleged offender, may determine that a mediated meeting is unnecessary and/or not appropriate for the situation. In this case all parties will determine appropriate guidelines for the future interactions of the complainant and the alleged offender. These guidelines will be agreed to and signed by both parties. If either party violates the guidelines laid out by Shore Thing Theater, additional corrective or disciplinary action will be taken against the party in violation (See “Corrective Actions” and “Disciplinary Actions”).

3. Notice of Violation: With Corrective or Disciplinary Action
Shore Thing Theater may determine that, based upon the investigation, there exists sufficient grounds to substantiate a violation of policy, and that such a violation warrants corrective or disciplinary action. Shore Thing Theater will communicate its findings to the complainant and the accused offender in a written Notice of Violation. Shore Thing Theater will determine the appropriate corrective or disciplinary action (See “Corrective Actions” and “Disciplinary Actions”) and communicate that in the notice.

4. Notice: No Finding of Violation
Shore Thing Theater may determine that, based upon the investigation, there were insufficient grounds to substantiate a violation of this policy. In that case, the Player Advocate will draft a Notice: No Finding of Violation which will be provided to the complainant, the alleged offender and the owner of Shore Thing Theater.

PRIVACY
During the entirety of the reporting, investigation and resolution, all involved members will adhere to a strict agreement of privacy. No discussion of the event or persons involved will be allowed except by those designated to investigate and resolve the issue. Any violation of privacy will be treated as a violation of the Shore Thing Theater Conduct Policy and will result in disciplinary action.

RIGHTS OF THE COMPLAINANT
It is the right of the complainant to:
1. Request mediation in lieu of filing a formal complaint
2. Rescind the complaint at anytime
3. Request a personal meeting with the Shore Thing Theater Player Advocate
4. Present evidence on their own behalf
5. Have a support person present at meetings who was not a witness to the event

RIGHTS OF THE ACCUSED OFFENDER It is the right of the accused offender to:
1. Request a copy of the grievance
2. Request a personal meeting with the Shore Thing Theater Player Advocate
3. Present evidence on their own behalf
4. Have a support person present at meetings who was not a witness to the event

CORRECTIVE ACTIONS
Corrective actions may include but are not limited to:
● A written notice from Shore Thing Theater to the involved parties (complainant, alleged offender etc.) describing expected behavioral standards for future interactions between the involved parties.
● A written warning to the alleged offender, stating that if another violation of this policy occurs, disciplinary action will be taken.

DISCIPLINARY ACTIONS
Disciplinary actions may include, but are not limited to:
● Temporary Suspension from all Shore Thing Theater events and properties managed by Shore Thing Theater
● Removal from selected workshops, classes, shows, other Shore Thing Theater events, or any combination thereof, without refund or compensation
● Lifetime ban from Shore Thing Theater events and properties managed by Shore Thing Theater.
● Reporting to the managers and members of CSz Worldwide the outcome of the disciplinary action.