

### **Short & Sweet**

We are a safer space for LGBTQI folks, POC groups, punks, lawyers, cyclists, trivia nerds, and almost everyone else.

**The Pinhook, music venue, Durham, NC**

We invite, welcome, and celebrate all identities and expressions!

**Safe Space Cafe, meetup group, Gainesville, FL**

### **Theater X**

*[Written by Laura Mateczun, these Audience Rights and Responsibilities (posted on Theater X's website) are a great way to let people know your values in advance and that you care about all your patrons. The inclusion of "responsibilities" lets audiences know that respect is a two-way street. Just because someone is performing or in costume does not mean they deserve harassment.]*

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### *Audience Rights and Responsibilities*

At Theater X, we believe audience members are artists as well. This list of rights and responsibilities for all visitors to Theater X attending plays, special events, or other programmatic activity, is non-exhaustive. It is intended as an outline of our principles and expectations as an organization. Theater X is an inclusive space at the nexus of experimental theater and community engagement. We work towards realizing the values of accessibility, equity, and dignity each day so that those who enter our space may create and enjoy the arts together. This specifically includes people of color, and people of all ages, abilities, gender expressions and identities, sexual orientations, education status, cultural backgrounds, and religious affiliations, or lack thereof.

The foundation of these values includes:

- Treating every person with dignity and respect;
- Being fair, considerate, and honest when interacting with all; and
- Rejecting violent or discriminatory behavior.

If you require immediate assistance, please speak to the nearest staff member.

### *Rights*

- To feel safe
- To be treated with respect
- To have your comments and concerns heard
- To have your accessibility needs addressed, to the extent that we can
- To dress and express yourself comfortably and truly

## PUBLIC POLICIES

### *Responsibilities*

- Do not act or speak in a discriminatory manner, or use racist, sexist, transphobic, homophobic, or xenophobic language.
- Do not touch audience or cast members unless permission is expressly given in the production.
- Do not engage in any form of abuse, sexual misconduct, or violent behavior.
- Do not bring violent weapons into the space, such as loaded gun.
- Do not enter the backstage or prop storage space, unless given express permission by Theater X staff.
- Pay attention to important emergency evacuation and other safety procedures.
- Please return your program after the show if you are not going to keep it.
- Take your trash with you when you leave. (Please recycle!)

### **Isotope Comic Lounge**

*[The statement of this comic book store is posted on their website]*

There was a time when I didn't think our little comic book shop needed to have a Harassment Policy. I was wrong. As a leader in the comics industry it's up to folks just like us to step up and let our industry know what behavior is socially acceptable, and what is not. Here at the Isotope it is our goal to create an environment where everyone is treated with

dignity, courtesy and respect—and I know that people who regularly attend our events, shop at the store, or know any member of our Isotope family even a little can be confident that if they tell us someone is behaving poorly we will ask that ill-mannered person to leave. But what of those people who are at the Isotope for their first time? Our industry is going through some radical changes and the Isotope wants to be part of a positive change for the better. So we're putting this in writing.

The Isotope will not tolerate harassment of our guests of any kind. This includes unwanted, unwelcome or uninvited physical contact or attention, offensive verbal comments, inappropriate jokes or propositions, stalking, harassing photography or recording, or any other behavior which makes a person feel humiliated, intimidated or offended in regards, but not limited, to their race, age, gender, gender identity, sexual orientation, religion, disability, appearance, body type, color, creed, origin or simply who they are.

People who violate this policy will be given an official First Warning by either a member of our staff or any member of our community. This warning may be phrased in an official sounding capacity such as "that is a violation of Isotope's Harassment Policy" or it may be phrased in a more casual manner such as, but not limited to, "that makes me uncomfortable" or "that is inappropriate" and even "hey not cool, man." These too are considered an official First Warning. There will be no Second Warning. If the behavior does not change, the offending party will simply be told they need to leave and be politely escorted out.

We realize that even the best of humans are flawed, imperfect beings, and with so many of our visitors coming from

different parts of the world and walks of life, that some cultural differences may occur. And different people might have conflicting definitions of what "harassment" is. So everyone here is afforded the chance to correct a social faux pas. But you won't get two. Those who can't muster up the decency to respect each other, our community, the Isotope and also themselves just aren't welcome. Officially.

And because the Isotope is **your** community as well as ours, we deputize each and every one of you to take part in the enforcement of this policy. Which means that your Harassment Policy warning is just as official as mine is. In the event of an uncomfortable or awkward situation we still ask that all parties treat everyone at the Isotope with the kindness and respect they are due as fellow human beings. Even if they are jerks.

Our policy applies to all guests, including featured creators and also ourselves and staff. And even the music we play. Simply, if it's gotta go, then it's gotta go. This Harassment Policy is in effect at the Isotope always and forever. We will be adding a link to this post on every special event we announce so that this policy is clear to one and all.

Let's work together, like Zan and Jayna, to co-activate our Wonder Twin powers for a better world of comics! The Isotope has grown over the years as people and an entity, and we will continue to evolve for the betterment of ourselves, our community and the greater comics industry. So let's join forces... my fellow comic fans, fellow retailers and industry leaders... for a higher community standard and a greater, more welcoming comics industry for all.

Thank you to all of you for helping us build and better our amazing Isotope community.

### Riot Fest

*[The folks at this music festival worked with Our Music, My Body, to create a very clear anti-harassment policy that they posted on their website. Check out the whole thing to see the music-festival-specific examples. Below is a short sample.]*

Riot Fest believes everyone should feel safe during the music festival. We will help maintain this by not tolerating harmful behaviors, which may include non-consensual touching or verbal harassment. If a participant chooses to break these policies they may be removed from the fest. If someone or something makes you feel uncomfortable or unsafe, no matter how minor it may seem, please do not stay silent. You can report it to any Riot Fest staff member and they will follow your lead and work with you to try to make sure it does not happen again and that you continue to feel safe at our festival.

Riot Fest has a **ZERO TOLERANCE POLICY** for harassment of any kind, including but not limited to: race, color, national origin, gender, gender identity, gender presentation, sexual orientation, age, body size, disability, appearance, religion, citizenship, pregnancy.

Harassment includes but is not limited to: stalking, verbal or physical intimidation, offensive verbal comments, physical assault and/or battery, harassing or non-consensual photography or recording, bathroom policing, inappropriate physical contact, unwelcome physical attention.

### Suggested Tweets

If you're harassed at a show, just let our staff know! Everyone deserves to have a fun, harassment-free night. #makingspacesafer

Reminder: we do not allow harassment, bigotry, or violence of any kind at our venue! If u are harassed, tell staff immediately or message us here—we've got your back! #makingspacesafer

### Suggested Blog Post

*[This is a version of the suggested text provided to venues who have signed onto the Hollaback! Baltimore Safer Space Campaign. Feel free to pick and choose what works for you!]*

We at [venue name] are excited to announce that we are working to become a safer space, based on the tactics outlined in *Making Spaces Safer* by Shawna Potter. We share her vision: a world where street harassment is not tolerated and where we all enjoy equal access to public spaces. [personal statement about why joining the campaign matters to you, or how you can specifically help those that are street harassed] After [reading *Making Spaces Safer*/attending a workshop by Shawna Potter/etc], our staff is ready for any situation: we are trained to remove anyone who is harassing women, people of color, or members of the LGBTQIA communities in our [space/venue/shop/etc.]. This includes leering, rude comments, touching, and any other behavior that makes you feel uncomfortable. Please notify our staff immediately of any

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issues you encounter. We will be happy deal to deal with the situation.

If you would like to report a problem anonymously, please contact us at [your email]. If you would like to learn more about Hollaback! Baltimore, the Safer Space Campaign, or actions you can take to help end street harassment, visit their website at: <https://bmore.ihollaback.org/>.

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## APPENDIX

# INTERNAL DOCUMENTS

# **PUNK CLUB CONFLICT RESOLUTION PLAN**

*[A small DIY venue in Baltimore decided to draft a conflict resolution plan after realizing that, without one, they had no idea what to do when serious issues arose. It's simple yet thorough. The name of the venue has been changed for privacy]*

## **Conflict Resolution Plan**

A Means of Resolving Contentious  
Issues within a Community

### **Drafted and Approved by the Members of SOMETHING SOMETHING PUNK VENUE**

The following document provides a conflict resolution plan for SOMETHING SOMETHING PUNK VENUE and consists of a step-by-step guide for dealing with an accusation of one of our members acting in a way conflicting with our mission statement, particularly instances of gender-based violence and racial discrimination.

## 1. Introduction and Reasoning Behind Conflict Resolution Plan

## a. Plan development and purpose:

- i. Arising from a series of conflicts between members and non-members in the summer of 2010, which had stemmed from an earlier conflict involving accusations of sexual assault, and the consequences emerging from it, in August 2011 members of SOMETHING SOMETHING PUNK VENUE (SSPV) moved to develop a conflict resolution plan to prevent a similar situation in the future.
- ii. The plan, which is laid out here, should be seen as a living document that can and should be continuously evaluated, as to ensure that a safe space (defined below) exists within SSPV for both members and non-members.
- iii. The plan is intended to hold members and non-members accountable to the Space's mission statement.
- iv. While the plan aims to respect individuals' confidentiality, certain issues that may be brought to SSPV may require members to refer individuals to outside mediation, counseling, or other professional services.

## 2. Definitions

- a. **Conflict:** A state of disharmony between incompatible or antithetical persons, ideas, or interests.
- b. **Conflict resolution plan:** A means of addressing conflict and attempting to resolve the issues contributing to its emergence; may involve dialogue, mediation, arbitration, etc.

- c. **Safe space:** An environment in which everyone feels comfortable in expressing themselves and participating fully, without fear of attack, ridicule or denial of experience.

## 3. Plan of Action: Two Options

- a. The following steps would be taken upon receiving verbal or written notice of a member or individual attending an event at SSPV acting in a manner that contrasts with the Space's mission statement:
  - i. Identification of conflict and those individuals affected by it
  - ii. Ask that member to remove him/herself from SSPV activities until the conflict can be resolved. (This would not be a suspension or anything assuming guilt, but a temporary measure to help find resolution with some clarity.)
  - iii. Within a period of two (2) weeks, a general meeting of all SSPV members must be called and be briefed on the situation at hand
  - iv. At said meeting, members may volunteer to formulate a mediation team; ideally this group consists of at least three (3) individuals
  - v. Upon confirmation of internal mediation group, independent meetings will be held with each party in order to collect information relevant to conflict and assess difficulty level
  - vi. After conducting meetings with involved parties, mediation group will meet and discuss possible solutions to conflict
  - vii. Proposed solutions will be offered to the general membership for review and approval



## THEATER X CODE OF CONDUCT

*[Groups need public and private policies in place to help prevent discrimination and violence, but if you are going to have policies you also need predetermined procedures for dealing with incidents when they inevitably occur. This document, written by Laura Mateczun, spells out basic anti-discrimination policies, grounding techniques, how to handle reports of harassment from audience members, and reporting protocol for volunteers/staff for internal issues.]*

### **Code of Conduct**

This code of conduct is intended to describe the expectations and responsibilities of volunteers, students, teachers, event and space renters, performers, tenants, company members, and board members of Theater X. As a radical organization, we aim to be an accessible, equitable, safe, and respectful space for all who wish to create and enjoy experimental theater. This specifically includes people of color, and people of all ages, abilities, gender expressions and identities, sexual

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orientations, education statuses, cultural backgrounds, and religious affiliations, or lack thereof. We believe all people have the right to dress and express themselves in the fashion most true to their identity.

The foundation of these expectations includes:

- Treating every person with dignity and respect;
- Being fair, considerate, and honest when interacting with all;
- Conducting oneself professionally; and
- Rejecting violent and discriminatory behavior.

Theater X will not tolerate discrimination, sexual harassment, or verbal, written, or physical abuse on its premises, or in any form.

**1. The following are expressly prohibited by Theater X:**

- a. Discrimination or bias-related harassment, based on actual or perceived age, ability, race, gender expression or identity, immigration status, sexual orientation, religious beliefs and practices, education status, accent, or nationality;
- b. All forms of harassment, including:
  - i. verbal;
  - ii. physical;
  - iii. visual; or
  - iv. written.
- c. Sexual misconduct, including, but not limited to:
  - i. Creating a hostile environment;

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- 1. e.g., boasting or bragging about sexual activity; non-consensual lewd communications; or spreading of sexual rumors.
- ii. Quid pro quo ("this for that") transactional sexual harassment;
  - 1. e.g., threatening punishment; or offering reward.
- iii. Behavior which lacks consent, generally;
  - 1. i.e., does not have knowing, voluntary, and clear permission to engage in mutually agreed upon sexual activity, or goes beyond the boundaries of previously established consent.
- iv. Sexual misconduct, as defined by Maryland law;
- v. Sexual harassment;
- vi. Non-consensual sexual intercourse;
- vii. Non-consensual sexual contact;
- viii. Sexual exploitation;
  - 1. (e.g., sexual voyeurism; recording or photography of sexual activity, or dissemination thereof, without consent; engaging in sexual activity while knowingly infected with STI and without informing the other person; or administering alcohol or drugs to another person without their knowledge or consent.)
- ix. Intimate partner or relationship violence; and
- x. Stalking.
- d. Suggested, threatened, or actual violence toward any individual or protected group;
- e. Conduct endangering the life, safety, health, or well-being of others; and

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- viii. After receiving approval from general membership, solutions will be presented to conflict participants
- ix. If solutions are accepted, conflict resolution commitment is hereafter complete
- x. If solutions are rejected, outside mediation assistance will be determined
- xi. Internal mediation group will contact a mediation group that has nothing to do with either party or SSPV (a list of such groups should be created ahead of time) and explain the situation
- xii. The decision of either mediator group stands and is final.
- b. In instances involving the need for more privacy and care for more sensitive and traumatic incidents, including, but not limited to gender-based violence, racial discrimination:
  - i. The one who brings forth a complaint may decide how to be referred to (victim, survivor, accuser, party A, etc.) and the collective must respect that. They may also choose to instead go through the original SSPV CRP mediation process, but they cannot be made to feel pressured to do so
  - ii. Each party will obtain their own advocate who would then present their side to an objective mediator
  - iii. After presenting a list of potential three advocates, each party must obtain the other party's approval for their own advocate and reserves the right to reject the proposed advocate selection
  - iv. Should either party feel uncomfortable with an advocate the accused or victim recommended,

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- they would be able to present their reasons for rejection—perhaps a conflict of interest, something along those lines—and the particular advocate will not be present
- v. The objective mediator is to be agreed upon by the SSPV collective members without the individual parties being present
- vi. Prior to proceeding, the parties will immediately come to a safe space agreement, which may include the following feature: Determination of what individuals may attend SSPV shows or other events while the mediation process takes place
- vii. For the purpose of privacy and confidentiality, the victim will decide what is acceptable for their advocate to present to the mediator
- viii. The mediation team is to keep the SSPV collective updated on general status (ex: "It's still going on," "last meeting coming up," etc.), but all that is discussed or decided will remain private between the team until being informed of the final outcome, if necessary. The decision of the mediation team is to be final.
- ix. If the accused party refuses to participate in the mediation they will forfeit their right to remain a collective member
- 4. List of Possible Mediators in the Local Area [this is a great spot to list any local resources that would help your group through conflict—counselors, mediators, and alternative justice organizations, for example]

- f. Wanton and deliberate destruction of Theater X property, or another community member's personal property.
- 2. **Emergency Situations / Crisis Protocol:**
  - a. In situations requiring an immediate response, please ensure these steps are taken:
    - i. De-escalate the situation to the best of your ability (i.e., speak in calm tones with compassionate language, and utilize emotional grounding techniques)
      - 1. If this is not possible, take reasonable steps to remove the violating party from the situation, or premises.
    - ii. Actively listen to what is being conveyed
    - iii. Ask the aggrieved party what they would prefer you do:
      - 1. Keep an eye out and ensure a distinct separation of space;
      - 2. Talk to the individual and try and sort out the situation; or
      - 3. Remove the individual from the space.
  - b. If necessary, Theater X may choose to utilize further conflict resolution procedures, as described below.
- 3. **Reportees:**
  - a. Overall:
    - i. Managing Director [name and email address]
    - ii. Artistic Director [name and email address]
  - b. Productions:
    - i. Director of that production
    - ii. Stage Manager of that production
  - c. Designated Board Members:

- i. (TBD)
- ii. (TBD)
- d. Designated Company Member:
  - i. (TBD)
- e. Tenant Relations:
  - i. (TBD, tenant volunteer)
- f. Rental Relations:
  - i. (TBD)
- 4. **Notice Is Required of Concurrently Developing Intimate Relationships:**
  - a. i.e., those in which a direct supervisory power imbalance exists, such as teacher/student, or director/performer relationships.
  - b. Such relationships should be promptly reported to the Artistic and Managing Directors, or the two designated board member Reportees, of Theater X.
    - i. While all involved individuals may provide notice, the onus is on the individual with supervisory power to report the relationship.
    - ii. The Reportees must then confirm the consensual nature of the relationship with the other individual involved.
- 5. **Reporting Protocol:**
  - a. Report:
    - i. "Reporter" is the person submitting the report.
      - 1. Any individual (i.e., member of the public) may be a Reporter.
      - 2. Access to this route of recourse does not require being a signatory to this code.
      - 3. The Reporter may choose to submit the report verbally, or in writing.

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- ii. "Reportee" is the person receiving the report.
  - 1. In order to ease any burden on the Reporter, the Reportee has the responsibility to compile all information relevant in the original report and later investigations, as described below.
- iii. Those who experience, or witness, violations to this code should report the violation to any listed Reportee as promptly as possible.
- iv. This report (either verbal or written) should include descriptions of:
  - 1. The situation;
  - 2. The wrongful behavior;
  - 3. The impact or effect it had on you;
  - 4. How you want the behavior of the accused to change;
  - 5. What you believe to be appropriate consequences if the behavior does not change; and
    - a. Theater X recognizes that this may evolve over time.
    - b. If so, reasonable measures should be taken to inform the relevant Reportees.
  - 6. If you prefer to follow an informal (§5b), or formal (§5c), conflict resolution procedure.
- v. The Reportee must then forward a written description of the report to other relevant Reportees, depending on the expressed preferred resolution procedure, as described below.
  - 1. One Reportee must be someone with organizational authority, and come from the "Overall" Reportee category.

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- 2. Best efforts should be made for relevant Reportees to be:
  - a. From differing Reportee categories; and
  - b. Removed from the immediate situation.
- 3. The Reporter's input will carry much weight as to who the desired relevant Reportees should be.
- 4. If necessary, this team will include an independent third party with subject matter expertise.
- vi. If necessary, upon receipt of the report, Theater X may immediately implement remedial and responsive, or protective, actions including, but not limited to:
  - 1. No contact orders;
  - 2. Interim suspension upon investigation;
  - 3. Scheduling or role assignment accommodations;
  - 4. Limitations of access to the Theater X facility and other spaces managed by Theater X, for programming, rehearsals, or other public/special events; or
  - 5. Contract cancellation.
- b. Informal Resolution:
  - i. Involving informal discussion, or mediation, in a neutral environment, with at least two Reportees present.
  - ii. Upon successful completion of the informal mediation session, in which the complaint is satisfied, or wrongful behavior is addressed, the attending Reportees will inform the parties involved, as well as the Theater X Board and management, in

writing, of completion, and provide any further recommendations.

- iii. The attending Reportees will recommend to the Theater X Board and management, in writing, that the formal resolution procedure (§5c) should be followed, if:
  - 1. the attempted informal mediation fails;
  - 2. the complaint is not satisfied; or
  - 3. the Reportees do not come to a unanimous decision.
- c. Formal Resolution:
  - i. The Theater X Board of Review, consisting of at least three Reportees not within the same reporting category, will investigate and review testimony, received in private interviews, as to the wrongful behavior.
  - ii. If necessary, a third-party mediator may be enlisted.
  - iii. The Board of Review will submit a written report to all involved parties, as well as the Theater X Board and management, as to its findings and unanimously recommended outcome.
- d. The Reportees involved in the investigation have the authority to charge Theater X management with implementing the unanimously recommended outcome.
  - i. If the accused party is the Artistic or Managing Director, board approval is required for implementation of the recommended outcome.
- e. Retaliation or intimidation directed at any person who reports the occurrence of harassment or

discrimination is not acceptable and will be considered a breach of this code.

- f. The confidentiality and privacy of those involved will be respected throughout the investigation and conflict resolution process. Any relevant documents created in the duration of an informal or formal conflict resolution procedure will be destroyed, after a three-year retention period upon final resolution, depending on the severity of the outcome.
- g. Anyone who is determined, after a reasonably speedy investigation, to have engaged in harassment or discrimination, or otherwise wrongful behavior in violation of these policies, or fails to cooperate with investigations, will see the consequence of up to complete severance of all relationships with Theater X, depending on the facts.
- 6. **Severability:** If any part of this code is declared unenforceable or invalid, the remainder will continue to be valid and enforceable.
- 7. **Conclusion:** Theater X establishes this code of conduct to hold ourselves to high standards of communication, collaboration, and artistry. It is meant to detail the principles we wish to model and exemplify in our everyday practice. However, we recognize this code unfortunately cannot contain answers and procedures for all situations that may arise, and the various complex and nuanced matters involved. The provisions included within this code will be carried out to the extent that is allowed under the law. This document is intended to be reviewed, critiqued,

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and amended periodically to reflect the evolving nature of the Baltimore arts and experimental theater community.

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Name / Organization

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Signature

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Date