



POLICY AGAINST DISCRIMINATION HARASSMENT + MISCONDUCT

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INTRODUCTION

Monumental Theatre Company is committed to maintaining a creative, inclusive, and respectful environment where everyone can participate free from discrimination, harassment, intimidation, exploitation, humiliation, and other misconduct. If you experience or witness conduct that concerns you, you are encouraged to report it. A standard complaint form is included at the end of this packet for your convenience, but a complaint can be made verbally or through another form of written communication.

After reporting a concern, you'll have an informal meeting with the members of Monumental's Complaint Response Team (Managing Director, Co-Artistic Directors, and Board Chair) who are not referenced or implicated in your complaint in a safe, neutral, and confidential setting to discuss what happened and your options:

Record Only	Mediation	Formal Investigation
No further action is taken, but Monumental keeps a record of the complaint for pattern-tracking purposes.	A trained, neutral third-party mediator helps the parties work toward a mutually acceptable resolution.	A neutral Board committee reviews available evidence and interviews relevant individuals. May result in corrective or disciplinary action.

If a formal investigation is initiated, a neutral committee will investigate the allegations and prepare a written report of its findings and recommendations. The complainant and respondent will each have an opportunity to provide evidence and testimony, including statements challenging the factual basis of the investigation's findings and/or recommended corrective action. The Complaint Response Team will then review the investigative report and any statements submitted by the parties before making a final decision regarding whether the Policy was violated and what corrective action, if any, is appropriate.

A few things to remember:

- **You do not need to be certain that the conduct violates the Policy before raising a concern.**
- **You do not have to confront the person(s) before reporting a concern.** Directly addressing conduct is encouraged when safe and appropriate, but it is never a prerequisite to submitting a complaint.
- **You do not need to have evidence before making a report.** But if you have supporting evidence, such as emails, texts, screenshots, photographs, videos, or witness information, you can provide it.
- **You may report conduct you witnessed, even if you were not the person directly affected.**
- **Retaliation is strictly prohibited.** Retaliation against individuals who report misconduct, assist with a report, participate in an investigation process, seek supportive measures or accommodations, or reasonably oppose conduct they believe violates this Policy will not be tolerated.
- **Confidentiality will be respected to the greatest extent reasonably practicable,** consistent with Monumental's legal and ethical obligations. However, confidentiality cannot always be guaranteed.
- **You may have rights and remedies under applicable law.** Nothing in this Policy prevents anyone from pursuing available legal remedies or filing a complaint with an appropriate agency.

POLICY AGAINST DISCRIMINATION HARASSMENT + MISCONDUCT

PURPOSE

Monumental Theatre Company (“Monumental”) strives to create and maintain a work environment that is characterized by mutual trust, creative exploration, and artistic freedom. To be truly inclusive and safe for all participants, we firmly believe that this environment must be free from all forms of intimidation, oppression, exploitation, humiliation, discrimination, and harassment. Therefore, Monumental recognizes that our community must work together to create a safe space for each other, including taking responsibility for the power we each have over others and treating all individuals with whom we come into contact during Monumental activities with dignity, decency, and respect.

We pledge to implement progressive and evidence-based methods for keeping our community safe, including but not limited to: hiring consultants and other professionals where necessary and appropriate, such as intimacy directors and fight choreographers; evaluating our policies on a yearly basis; and adapting our best practices to ensure the security and wellbeing of our community members, and the equity and inclusivity of Monumental programs and events.

In order to ensure these goals are met, Monumental hereby adopts and pledges to vigorously enforce this Policy Against Discrimination, Harassment, and Misconduct (“the Policy”). Pursuant to the following guidance, requirements, exclusions, and procedures, harassment and discrimination, in whole or in part, on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, disability, sexual orientation or identity, gender identity or expression, familial status, family responsibilities, genetic information, matriculation, political affiliation, veteran status, or any other characteristic protected by the laws of the District of Columbia, Maryland, Virginia, or the U.S. government, shall constitute inappropriate and abusive conduct that runs contrary to the mission of Monumental and the safety of its participants. Failure to abide by the expectations set forth in this Policy may result in appropriate discipline, up to and including termination of employment or prohibition of involvement in Monumental’s activities.

COVERED ENTITIES + INDIVIDUALS

All persons participating in live or virtual events or communications that are sponsored by, hosted, or otherwise under the auspices or authority of Monumental (“participants”) are covered by and are expected to comply with this Policy. This includes taking appropriate measures to ensure that any and all prohibited behavior or conduct does not occur or is reported to a mandatory reporter listed below if it does occur. These individuals may include but are not limited to all staff and independent contractors doing business with Monumental, such as administrators, directors, actors, musicians, designers, stage managers, choreographers, crew members, house managers, donors, consultants, box office associates, volunteers, and audience members.

COVERED VENUES

This Policy extends to any on-site, off-site, or virtual Monumental events, including but not limited to:

- Auditions, rehearsals, and performances
- Fundraising events
- Opening/closing night receptions
- In-person and/or virtual meetings
- Community outreach events
- Site visits, load-ins, builds, strikes, etc.
- Any other Monumental-related gatherings
- Emails, texts, chats, or other communications

PROHIBITED CONDUCT

Prohibited conduct under this Policy includes but is not limited to:

- A. Discriminatory Speech.** Discriminatory speech includes disparaging, demeaning, or offensive remarks made about or directed at any individual or group on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, disability, sexual orientation or identity, gender identity or expression, familial status, family responsibilities, genetic information, matriculation, political affiliation, veteran status, or any other legally protected characteristics or is otherwise enumerated herein or referenced in any other policy adopted by Monumental.
- B. Threatening Conduct.** Threatening conduct includes intimidation, threats, or stalking; unwelcome following, photography, or recording; unwelcome or violent physical contact; or any other verbal or physical conduct intended to threaten, intimidate or coerce.
- C. Harassment.** Harassment includes any comments or conduct initiated by one person towards another which causes discomfort, distress, and/or embarrassment; has the effect of unreasonably interfering with the person's work; or creates an intimidating, humiliating, hostile, or offensive environment for the intended recipient of such comments or conduct or any other person who has borne witness to such incidents. Harassment also includes "quid pro quo" or "hostile work environment" sexual harassment, as defined by the U.S. Equal Employment Opportunity Commission.

Verbal harassment generally includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, sex, gender expression, sexual orientation, age, body, disability, or appearance. These comments may include epithets, slurs, negative stereotypes, threats, and sexual advances. Non-verbal harassment is sometimes harder to define or identify, but may include the distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility, aversion, or disrespect toward an individual or group.

All forms of harassment, including sexual harassment and bullying, are prohibited under this policy. Such prohibited harassment may include:

- Inappropriate, offensive, or sexual gestures, comments, stories, or jokes;
- Any action that leads to personal humiliation;

- Sexual propositions or advances, including insinuating or sexualized remarks;
- Leering, ogling, or other suggestive and insulting sounds;
- Any form of intimidation or overly critical remarks;
- Comments about a person's body, attire, gender, race or sexual orientation;
- Any direct threats to cause harm or any physical attacks;
- Unwanted touching and/or inappropriate physical contact;
- Unwelcome enquiries or comments about a person's sex life or sexual preference;
- Distribution or discussion of any sexually explicit material that is not narrowly and appropriately tailored to the subject matter or substance of the piece being rehearsed or performed;
- Someone in a senior role asking someone in a junior role to work outside normal hours in their private home;
- Recording by any means within a dressing room without the prior consent of all individuals present, whether or not those recordings or photos are posted online or shared with others;
- Sexually objectifying a person's body;
- Sending overly personal or suggestive communications, especially to a junior colleague;
- Pressuring someone to share a personal experience or, where personal information is shared willingly, disclosing or discussing such information with individuals outside of the working room;
- Promises of advantage for sexual concessions; and
- Insults, threats of force or disadvantage, or displays of physical force in response to or in anticipation of rejection of sexual advances.

Please note that this list is not exhaustive and is not intended to constitute a full or complete list of possible violations under this Policy.

- D. Retaliation.** Retaliation against any individual who complains of or reports behavior or conduct prohibited under this Policy is strictly forbidden and is considered prohibited conduct under this policy. Any allegations of retaliation will be investigated and handled using the same procedures described below. All persons accused or suspected of taking adverse action against an individual who engaged in protected activity under this Policy shall be sequestered from the investigation of such allegations, except insofar as their cooperation is required by Monumental staff or Board members to conduct a fair and impartial investigation of those claims.

Each Monumental participant must exercise their own good judgment to avoid engaging in conduct that may be perceived by others as discriminatory, harassing, threatening, bullying, retaliatory, or otherwise unwelcome or hostile. Failure to comply with this Policy will result in remedial action up to and including removal from the production and/or other company activities.

COMPLAINT REPORTING + INVESTIGATION PROCEDURE

Monumental has established following procedure for reporting, investigating, and resolving alleged violations of this Policy in a timely, thorough, and impartial manner. While the process may vary slightly from case to case, all allegations should be addressed and investigated promptly and resolved as quickly as possible. All complaints of discriminatory, harassing, or otherwise inappropriate or unwelcome behavior shall be taken seriously and treated with sensitivity and appropriate discretion by all company members. The confidentiality of those involved in a particular incident or complaint and any related investigation shall be respected to the greatest extent reasonably practicable and consistent with Monumental's legal and ethical obligations.

Monumental recognizes that experiencing discrimination or harassment can be complex and thoughts and feelings around a particular incident may change throughout the reporting and investigation procedure detailed below. We will make every effort to respect the complainant's preference except where Monumental is required by law to take additional action or the alleged misconduct is so severe or pervasive that affirmative action is necessary to protect the health and safety of others.

Monumental further recognizes that logging inappropriate conduct is important to track behavioral patterns, even if the complainant does not want the company to engage in further action in response to the complaint. Monumental leadership is committed to maintaining a secure record of every complaint submitted or incident reported under this Policy to help identify repeat offenses.

NOTE

At all stages of this procedure, if a supervisor is named in a complaint or too intimately related to the context or persons involved in a complaint, that supervisor must be conflicted out of participating in the investigation and resolution of the complaint. A chart outlining this procedure is included at the end of this Policy for the reader's reference and convenience. See pg. 13 ([Complaint Response Flow Chart](#)).

STAGE 1

Monumental acknowledges that many concerns can be addressed and resolved through direct conversations between the parties involved, and we encourage participants to resolve conflicts by "calling in" the person(s) by calmly, firmly, and respectfully (i.e., without the use of insults or personal attacks) informing them that their actions are unwelcome, unacceptable, and wrong.

In the event that a Monumental participant observes behavior they believe violates this Policy, they should take appropriate measures to restore the safe space and act upon witnessing or experiencing instances of bias, discrimination, intolerance, harassment, or bullying, unless the participant feels intervening in this way would be unsafe for themselves or others. In more heightened or violent situations that appear or continue to be unsafe or life-threatening, you can always call emergency services.

STAGE 2

Any individual who feels harassed, discriminated, or retaliated against, or any individual who has observed behavior(s) they believe constitutes prohibited conduct under this Policy may file an informal (verbal) or formal (written) complaint with any of the following individuals, who are mandatory reporters under this Policy:

- Cast Representative
- Production Manager
- Music Director
- Stage Manager
- Director
- Board Chair

If you feel uncomfortable reporting your concern to any of the individuals listed above, you can submit your complaint to any member of the Monumental staff or Board of Directors.

NOTE

If any Monumental staff or Board member becomes aware of or believes that behavior or conduct in violation of this Policy has occurred, they must immediately report the alleged or potential violation to the Managing Director, Co-Artistic Directors and/or Board Chair.

Where possible, community members are encouraged to complete and submit the model complaint form attached to this Policy (Form 3: Discrimination, Harassment, and Misconduct Complaint Form). Evidence to support the allegations included in the complaint may be attached as exhibits.

STAGE 3

Upon receiving a complaint alleging a violation of this Policy, the recipient must immediately refer the complaint to the Complaint Response Team, which is comprised of Monumental's Managing Director, Co-Artistic Directors, and Board Chair. The complaint should only be referred to those members of the CRT who are not involved, referenced, or implicated in the complaint.

Within two (2) days of receiving the complaint, non-conflicted CRT members (hereinafter "CRT") shall promptly review the complaint and any attached evidence and meet with the complainant in a safe, neutral, and confidential environment to discuss their concern(s) and next steps.

NOTE

In the event that all three members of the Complaint Response Team are referenced in or implicated by the complaint, recipient must refer the complaint to the Board Vice Chair, who shall fulfill all duties and responsibilities assigned to the non-conflicted CRT members throughout the foregoing stages of the Complaint Reporting and Investigation Procedure. If the Managing Director, Co-Artistic Director, Board Chair, and Board Vice Chair are all referenced in or implicated by the complaint, any other member of the Executive Committee of the Board of Directors may serve in their stead for the purposes of the investigation under this Policy.

The complainant may bring a colleague or friend to this meeting for emotional or administrative support. Furthermore, this meeting may occur via videoconferencing technology (such as Zoom or Google Meet) only with the complainant's consent.

During this meeting, the CRT must ascertain whether the complainant would like to:

- A.** Initiate a formal investigation of the allegations contained in their complaint pursuant to Stages 4 through 8 of this Policy;
- B.** Attend a mediation session with the person(s) referenced in their complaint, which shall be facilitated by a trained, neutral, third-party mediator; or
- C.** Decline further investigation and mediation but require Monumental to maintain a record of their complaint in the company's permanent files. (Complainant may choose to file the record as an anonymous report of misconduct.)

STAGE 4

Within five (5) days of receiving the complaint, the CRT must notify the person(s) charged with violating the Policy ("respondent(s)") of the complaint and provide a copy of this Policy.

If the complainant chose to attend a mediation session during their Stage 3 informal meeting, the CRT shall work with the complainant, respondent, and a trained mediator with experience in sexual harassment and discrimination claims to schedule a session as soon as possible, during a mutually convenient time and in a neutral setting. If the parties are unable to come to a mutually beneficial plan for moving forward during their mediation session, the complainant retains the right to initiate a formal investigation under this Policy.

If the complainant chose to move forward with a formal investigation of the allegations contained in their complaint, the CRT shall appoint an ad hoc committee of three (3) neutral members of the Board of Directors to investigate the allegations according to the investigation procedure outlined below.

STAGE 5

Within fifteen (15) days of the complaint being filed or the matter being referred to the CRT, the ad hoc committee shall separately interview the complainant, respondent, and any relevant witnesses and conclude the investigation by submitting a written report of their findings and final recommendations ("Investigative Report") to the CRT.

If the committee requires additional time to complete a comprehensive and careful review of the evidence and obtain witness testimony, they must submit a timely, written request for an extension of the investigation under this Policy to the CRT and receive formal (written) approval within ten (10) days of the complaint being filed.

STAGE 6

Within five (5) days of the conclusion of the investigation, the CRT must:

- 1.** Review the Investigative Report;
- 2.** Meet with the ad hoc committee to discuss their findings and recommended outcomes of the investigation. This meeting may include the direct supervisors of both parties, where necessary and appropriate. The CRT members may also form a wider confidential committee of senior staff and/or Board members to discuss the ethical implications of nuanced cases which may have serious repercussions for either party; and
- 3.** Separately notify the complainant and respondent of the committee's findings and inform them of any recommended corrective action(s), which may be therapeutic, educational, remedial, or disciplinary in nature.

STAGE 7

The complainant and respondent may submit statements challenging the factual basis of the investigation's findings and/or the recommended action(s) within five (5) days of receiving the investigative report.

STAGE 8

Within five (5) days from the receipt of any statement(s) from the parties, the CRT must review the Investigative Report and any submitted party statements and draft a written report of their final decision ("Final Report"). During this time, the CRT may consult a staff member in a supervisory role regarding the efficacy and practicality of potential corrective actions that may be recommended to address the findings contained in the Investigative Report.

If it is determined that a violation of this Policy has occurred, the CRT shall recommend appropriate corrective action. The corrective action shall be determined based on the following factors:

- the severity, frequency and pervasiveness of the conduct;
- prior relevant complaints made by the complainant;
- prior complaints made against the respondent; and
- the totality of the available evidence (e.g., first-hand knowledge, credible corroboration, photos, videos, screenshots, and other forms of direct or circumstantial evidence).

The CRT shall provide a copy of the Final Report to the complainant, the respondent, and all necessary management staff assigned to the department(s) in which the complainant and/or the respondent work. In the event that corrective action is ordered, the respondent shall be informed of the nature and duration of the discipline.

NOTE

If the recommended action(s) include the termination or removal of the respondent, the CRT must submit the investigative report, recommendations, and related statements to the Board of Directors for review and approval of a majority of non-conflicted Board members. The neutral Board members must then meet to discuss findings and recommendations within five (5) days of receiving of the investigative report and related statements. Immediately after this meeting, all non-conflicted Board members shall have 48 hours to submit their votes regarding: (1) whether to adopt the findings of the report, and (2) whether to approve the recommended action(s). Voting may occur electronically and need not occur at a meeting of the full Board.

A record of the Final Report shall be maintained in Monumental's permanent files.

DISTRIBUTION OF POLICY

This Policy shall be posted in full on Monumental's website and shall be incorporated by reference in and included as an attachment to every contract Monumental enters into, including within the terms and conditions of all Monumental ticket sales. Every member of the Board of Directors, production and artistic teams, cast, crew, and all other volunteers are obligated to acknowledge that they received and reviewed the foregoing Policy and agree to comply with its requirements and procedures prior to participation. All aforementioned individuals must sign the statement of acknowledgement included herein and submit it to the Managing Director before they may be allowed to participate in any activities related to a Monumental production or event. See pg. 19 ([Form 1: Acknowledgment](#)).

MAINSTAGE PRODUCTIONS

For all mainstage productions with rehearsal schedules exceeding two (2) weeks, a representative from the Board of Directors shall present an overview of this Policy, as well as the nomination process for the Cast Representative role, to the full cast during the first week of rehearsals. This presentation should take place in person where practicable.

Following each mainstage production, the Board shall provide a post-show survey to all individuals who participated in the production, including, as applicable, actors, directors, designers, stage managers, technicians, crew members, production staff, and other artists or volunteers. The survey shall provide participants with opportunity to share feedback anonymously about their experience, including concerns relating to workplace culture, professionalism, communication, discrimination, harassment, misconduct, safety, and other issues.

The Board shall promptly review survey responses to identify recurring concerns and areas for improvement and shall follow up on any issues requiring further attention, consistent with its confidentiality obligations and the reporting and complaint procedures set forth in this Policy.

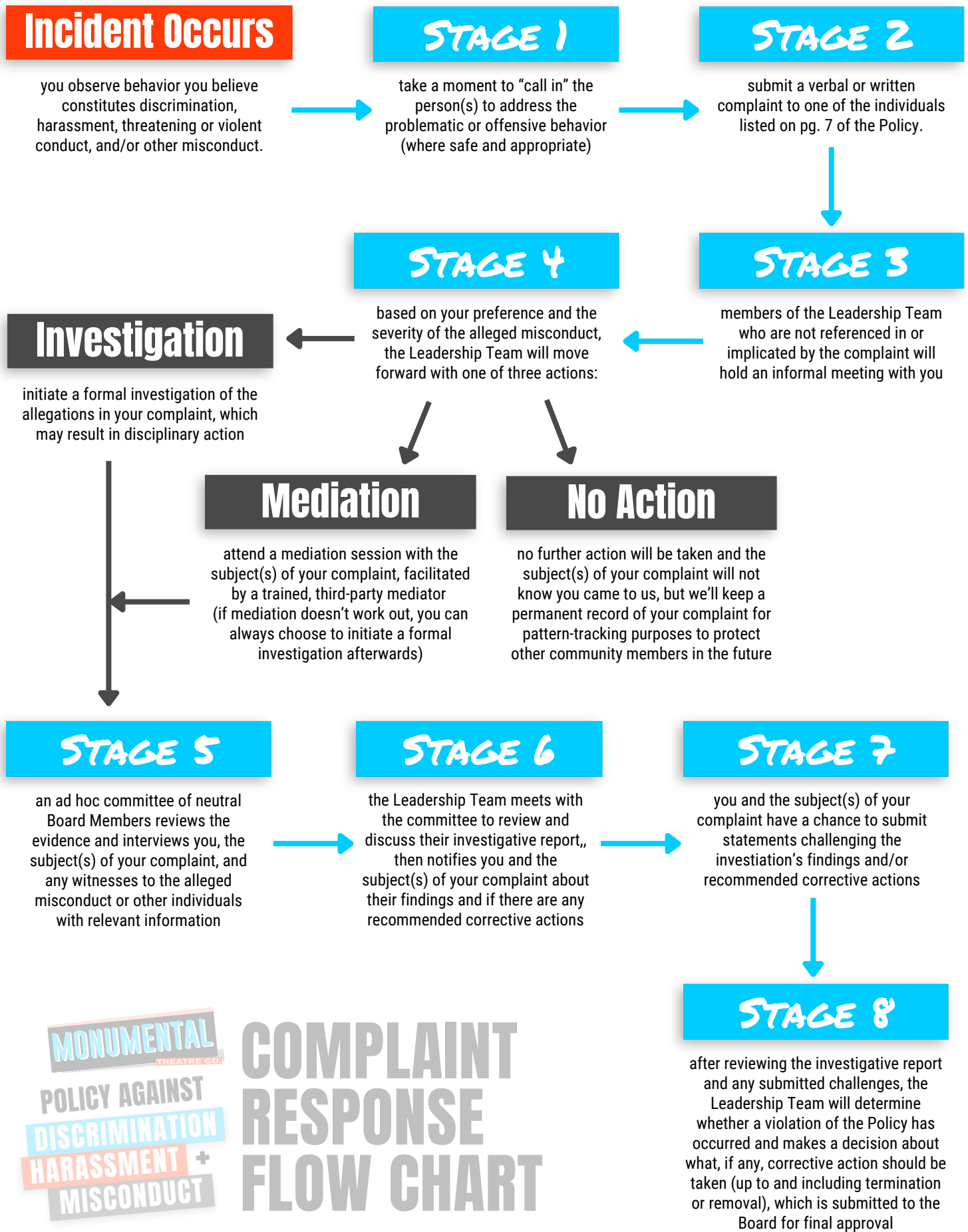
ONGOING OVERSIGHT + REVIEW

The Board of Directors shall review this Policy at least once every two (2) years to ensure that it remains effective, current, and consistent with applicable law, best practices, and the organization's values and commitments to maintaining a safe, respectful, and inclusive environment.

LEGAL DISCLAIMER

Nothing in this policy shall prevent any party from pursuing formal legal remedies or resolution through local, state, or federal agencies or courts.

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FREQUENTLY ASKED QUESTIONS

This FAQ is intended to provide a plain-language overview of Monumental Theatre Company's Policy Against Discrimination, Harassment, and Misconduct ("the Policy"). If there is any conflict between this FAQ and the Policy, the Policy controls.

1. I think I experienced or witnessed misconduct. What should I do?

If you feel safe doing so, you may calmly and respectfully tell the person that their behavior was unwelcome or inappropriate. However, you are not required to confront the person. If the situation is dangerous or you believe someone is in immediate danger, prioritize your safety and contact emergency services or law enforcement when appropriate.

If you do not feel comfortable or safe addressing the situation directly, you can report it to one of the production-specific mandatory reporters or any member of the Monumental staff or Board of Directors to trigger the Policy's complaint response procedure. You can also report misconduct that you witnessed even if you were not the target of the behavior(s) or personally involved.

2. I'm not sure whether what happened actually violates the Policy. Can I still report it?

Yes, you do not have to be certain that someone's behavior violated the Policy before raising a concern. The Policy covers many types of conduct, including discrimination, harassment, sexual harassment, bullying, threatening or violent conduct, and retaliation, but this is not a complete list of prohibited behaviors. If something made you feel uncomfortable, unsafe, humiliated, or unwelcome, or if you are concerned that someone's behavior may violate the Policy, you can talk to a Monumental representative about it.

3. Who can I submit my complaint to?

You may submit a complaint to your production-specific mandatory reporter(s) (Cast Representative, Stage Manager, Production Manager, Director, Music Director, and Board Chair). If you are uncomfortable reporting to any of these individuals, you may report your concern directly to any other member of the Monumental staff and Board of Directors.

4. Do I have to use the formal complaint form?

No, you may submit either an informal (verbal) or formal (written) complaint. Monumental encourages you to use the provided [complaint form](#) whenever possible because it provides a clear record of your concerns and gives you an opportunity to include supporting information. However, you do not need to complete the form before raising a concern.

5. Do I need evidence or witnesses to make a complaint?

No, you do not need to have evidence or witnesses to make a complaint. If you have relevant information, such as emails, text messages, screenshots, photographs, videos, documents, or other materials, you can submit that material with your complaint. You may also provide the names of people who witnessed what happened or who may have relevant information.

6. Do I have to use Monumental's complaint process?

No. Monumental's internal complaint process does not prevent you from pursuing other options that may be available to you. Depending on the circumstances, you may have rights or remedies under federal, state, or local law, including the right to file a complaint with an appropriate government agency or pursue legal action. You may wish to consult an attorney about your individual rights and options.

You can find more information about local civil rights laws here:

- [DC Office of Human Rights](#)
- [MD Commission on Civil Rights](#)
- [VA Office of Civil Rights](#)
- [Washington Lawyers' Committee Workers' Rights Manual](#)

For more information about external mental health services and crisis support hotlines that may be available to you throughout the complaint process, check out:

- [BlackLine](#) (call or text 1-800-604-5841, or download their app)
- [Crisis TextLine](#) (text "HOME" to 741-741)
- [National Alliance on Mental Illness Hotline](#) (call 1-800-950-NAMI or text "HelpLine" to 62650)
- [National Suicide Crisis Lifeline](#) (text or call 988 or 1-800-273-8255)
- [RAINN's National Sexual Assault Hotline](#) (call 800-656-HOPE)
- [THRIVE Lifeline](#) (text 1-313-662-8209)
- [Trans Lifeline](#) (call 877-565-8860)

7. What protections do I have if I make a complaint?

You cannot be punished, threatened, or treated unfairly because you:

- *Report misconduct;*
- *Help someone make a report;*
- *Participate in an investigation or mediation;*
- *Seek supportive measures or accommodations; or*
- *Reasonably oppose conduct or a policy that you believe violates the Policy.*

If you believe you have experienced retaliation for reporting a concern, you should report it. Retaliation complaints will be handled through the response and investigation procedures described in the Policy.

8. What if the person I want to report is my supervisor, a Board member, or someone in leadership?

You do not have to report your complaint to the person involved. Anyone who is named in, implicated by, or too closely connected to a complaint must be excluded from participating in its investigation or resolution. If members of the Leadership Team are involved, the complaint will be handled by neutral members of the Board. The Policy includes additional procedures for situations where both Leadership Team and Board leadership are involved.

6. What happens after I make a complaint?

Members of Monumental's Complaint Response Team who is not involved in or implicated by the complaint will meet with you to talk about what happened and discuss your options. The meeting should take place in a safe, neutral, and confidential setting. And you can bring a friend or colleague with you for emotional or administrative support.

At that point, you can generally choose among three options:

- *No further action: If you choose not to pursue an investigation or mediation, Monumental will keep a record of your complaint to help identify patterns of misconduct.*
- *Mediation: A trained, neutral third-party mediator helps the people involved try to reach an agreement about how to move forward.*
- *Formal investigation: A neutral committee of three Board members investigates the complaint.*

The person making the complaint generally decides which option to pursue, except where Monumental is required by law to take additional action or the alleged misconduct is so severe or pervasive that affirmative action is necessary to protect the health and safety of others.

10. What happens if I choose mediation?

Mediation is a voluntary process designed to help the people involved find a way to move forward. A trained, neutral third-party mediator with experience in discrimination and sexual harassment matters will facilitate the conversation. If the parties cannot agree on a mutually acceptable way to move forward, you can still choose to request a formal investigation.

11. What happens if I choose a formal investigation?

If you request a formal investigation, three neutral members of the Board of Directors will be appointed to investigate the complaint. The committee may separately interview you, the person you reported, and relevant witnesses. It may also review documents, messages, photographs, videos, screenshots, and other evidence. The committee will then prepare a written report with its findings and recommendations. The Complaint Response Team review the report and determine what action, if any, should be taken.

The investigation is generally expected to be completed within 15 days, although additional time may be needed in some cases.

8. What if I don't want to participate in an investigation or mediation?

You can choose not to pursue further action. In that case, you can ask Monumental to keep a record of your complaint for pattern-tracking purposes. Keeping a record of complaints can help Monumental identify patterns or repeat behavior that might otherwise go unnoticed.

7. Can I change my mind after I make a complaint?

Yes. Monumental recognizes that your thoughts and feelings about an incident may change over time. You can generally decide whether to move forward with an investigation, participate in mediation, or have your complaint kept on file without further action. If you initially chose mediation and it does not resolve the situation, or if you previously chose not to take further action but circumstances change or escalate, you can still choose to pursue a formal investigation.

Alternatively, if you no longer want to pursue further action, you may consult with the Complaint Response Team about ceasing mediation or investigation of your claims and instead maintaining a record of your complaint. However, there may be circumstances in which Monumental is legally required to report or escalate a matter or take action to protect the safety of the community.

9. How confidential will my complaint be?

Monumental will respect the privacy of everyone involved in a complaint and investigation as much as reasonably possible and consistent with its legal and ethical obligations. However, confidentiality cannot always be guaranteed.

If you choose mediation or a formal investigation, information about or details contained in your complaint may be shared with the Monumental staff or Board members who are involved in reviewing, investigating, or resolving the matter as necessary.

12. Will the person I complained about be told?

If you choose mediation or a formal investigation, the person you complained about will be notified and given an opportunity to participate in the process.

If you choose not to pursue further action and ask that your complaint be kept only for pattern-tracking purposes, the person named in your complaint will not be notified unless disclosure is required by law or necessary to protect someone's safety.

17. What if I am accused of violating the Policy?

If a complaint is made against you and that complaint is referred to mediation or formal investigation, you will be notified and have an opportunity to respond to the allegations, including by providing testimony and evidence to support your defense. Any investigation of the allegations will consider all available evidence, which may include statements from the complainant, yourself, and witnesses, as well as documents, photographs, videos, screenshots, and other direct or circumstantial evidence. You will also be afforded an opportunity to submit a statement challenging the factual basis of the investigation's findings and any recommended corrective action(s) before a final decision is rendered.

18. What happens if the investigation finds that the Policy was violated?

If Monumental determines that discrimination, harassment, or misconduct occurred in violation of this Policy, it may take appropriate action(s) to correct the behavior and ensure the health and safety of our spaces and community members.

Corrective action may be therapeutic, educational, remedial, or disciplinary in nature. Depending on the circumstances, discipline may include removal from a production or company activities, termination of employment, or other appropriate action. The action taken will depend on the circumstances of the case, including the nature, severity, frequency, and pervasiveness of the conduct and the available evidence.

FORM 1

ACKNOWLEDGMENT

I, _____, hereby acknowledge that I have received and read Monumental Theatre Company's Policy Against Discrimination, Harassment, + Misconduct in its entirety and that I fully understand and comprehend the objectives, requirements, and procedures it details. I agree to comply with each provision of the Policy and commit myself to upholding the values of dignity, decency, and respect it espouses in every aspect of my participation in Monumental events, activities, and communications. I understand that failure to comply with the Policy could result in disciplinary action up to and including termination or removal.

Signature

____ / ____ / ____
Date

FORM 2

MANDATORY REPORTERS OVERVIEW + CONTACT INFORMATION

Creating a safe and comfortable environment for everyone involved in our productions is important to Monumental Theatre Company. We take discrimination, harassment, threatening conduct or violence, retaliation or other misconduct seriously and are committed to addressing concerns in a sensitive and timely manner. This form identifies the people you can contact if you experience or witness concerning behavior during your involvement with this production.

If you believe there is an immediate threat to your physical safety or the safety of another person, prioritize your immediate safety and contact emergency services when appropriate.

Cast Representative

By the end of the first week of rehearsals, the cast will be asked to vote for their Cast Representative ("CR"). The CR is a peer-level resource for support throughout the production and the primary point of contact for cast members who have a concern about their experience and are unsure where to turn. While the CR is not responsible for investigating or resolving complaints, they are responsible for providing a trusted reporting channel and may help participants navigate the reporting process. As a Monumental cast member, your CR can:

- Serve as a liaison between cast members and the production team or Monumental staff;
- Be available for consultation outside of rehearsal space/hours;
- Listen to your concerns and help you understand your options;
- Help you navigate the complaint resolution procedure;
- Shadow the SM on the safety walk-through and advocate for your health and safety;
- Receive confidential verbal or written reports of misconduct and ensure they are directed to the appropriate person under the Policy Against Discrimination, Harassment, and Misconduct; and
- Help you identify additional resources or reporting options.

How to Raise a Concern

A verbal or written complaint may be made to your Cast Representative or any other mandatory reporter listed on the following page. You are encouraged, but not required, to use the provided Complaint Form. You do not need to be certain that conduct violates the Policy before reporting it. You also do not have to confront the person involved or attempt to resolve the issue yourself before making a report. If you are uncertain where to report a concern, you may contact any trusted Monumental representative and ask for assistance identifying an appropriate reporting channel.

Retaliation Prohibited

Monumental strictly prohibits retaliation against any person who, in good faith: (1) reports a concern or submits a written complaint; (2) participates in an investigation or resolution process; (3) provides information or evidence; (4) supports another participant who raises a concern; or (5) otherwise exercises rights protected by policies or applicable law. Anyone who believes they have experienced retaliation should report it promptly through any of the reporting channels identified in this document.

PRODUCTION: _____

PRODUCTION DATES: _____

The individuals below are mandatory reporters for this production, pursuant to Monumental's Policy Against Discrimination, Harassment, and Misconduct. A mandatory reporter who receives a report must follow the procedures required by the Policy and may not independently investigate the matter, promise a particular outcome, or discourage a participant from making a report.

CAST REPRESENTATIVE

Name: _____

Email: _____

Phone: _____

STAGE MANAGER

Name: _____

Email: _____

Phone: _____

DIRECTOR

Name: _____

Email: _____

Phone: _____

PRODUCTION MANAGER

Name: _____

Email: _____

Phone: _____

MUSIC DIRECTOR

Name: _____

Email: _____

Phone: _____

BOARD CHAIR

Name: _____

Email: _____

Phone: _____

If your concern involves one of the listed contacts or if you are uncomfortable reporting your concern to a member of the production team, you can always contact another Monumental staff or Board member.

Confidentiality + Privacy

Monumental will make reasonable efforts to respect the privacy of individuals who report concerns and those involved in the Company's response. However, mandatory reporters cannot promise that a report will remain confidential. They should explain the applicable limits of confidentiality and, where possible, discuss with the reporting individual what information will be shared and with whom. If you are unsure whether a person is a mandatory reporter, you may ask that person before sharing information.

Legal Disclaimer

Nothing in this document shall prevent any party from pursuing formal legal remedies or resolution through local, state, or federal agencies or courts. This document is intended to supplement Monumental Theatre Company's Policy Against Discrimination, Harassment, and misconduct. If there is any conflict between this document and the Policy, the Policy controls.

FORM 3

DISCRIMINATION, HARASSMENT + MISCONDUCT COMPLAINT FORM

This form may be used by reporting individuals or complainants who wish to file a complaint of discrimination, sexual harassment, threatening conduct, and/or any other behavior prohibited by Monumental Theatre Company's Policy Against Discrimination, Harassment, and Misconduct. Retaliation against any person who reports misconduct, assists someone making such a report, participates in any manner in an investigation or resolution of a misconduct complaint, seeks interim or supportive measures or accommodations pursuant to the Policy, or opposes in a reasonable manner an act or policy believed to constitute a violation of the Policy, is strictly forbidden.

Victim/Target of Conduct (optional): _____

Type(s) of Conduct: *(Select all that may apply)*

- ☐ Discrimination ☐ Harassment ☐ Threatening or Violent Conduct
☐ Other: _____

Basis of Complaint: *(Select all that may apply)*

- ☐ Race ☐ Religion ☐ National Origin ☐ Age ☐ Disability ☐ Physical Appearance
☐ Sexual Orientation or Preference ☐ Gender Identity or Expression ☐ Sex ☐ Pregnancy
☐ Marital Status ☐ Parental Status ☐ Military Service/Veteran Status ☐ Housing Status
☐ Physical Assault ☐ Sexual Assault ☐ Sexual Harassment ☐ Retaliation
☐ Other: _____

1. Your complaint of misconduct is made about:

If additional space is required, please attach a list to this complaint.

Name: _____

Title/Role: _____

Relationship to You: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other: _____

Name: _____

Title/Role: _____

Relationship to You: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other: _____

2. Please use this space to describe the incident(s) giving rise to your complaint, in your own words, including as much detail as you are comfortable sharing. If applicable, please describe how the conduct has affected you, your work, and/or your experience with Monumental. If you need more space, you may attach additional pages or a separate document. You are also welcome to include any documents, screenshots, photographs, videos, or other information you believe may help us understand your complaint.

3. Date(s) alleged misconduct occurred: _____

Is the misconduct continuing or of a continuing nature? ☐ Yes ☐ No

4. Has anyone witnessed the alleged misconduct: ☐ Yes ☐ No

5. Please list the name and contact information of any witnesses to the alleged misconduct or other individuals who may have information related to your complaint:

6. Did you take any action(s) to address the alleged misconduct: ☐ Yes ☐ No

7. If yes, please summarize the action(s) taken:

The following questions are optional:

8. Have you previously complained of or provided information about other incidents (written or verbal) related to the misconduct alleged in this complaint? If yes, when and to whom? What was the outcome?

9. How would you like to see this situation resolved? What next steps would you like to take?

Under this Policy, you can choose to have your claims formally investigated by the Board, attend a mediation with the person(s) named in your complaint, or simply have your complaint maintained in our records for pattern-tracking purposes.

10. Additional information and/or comments:

DECLARATION

I believe that submitting a formal complaint under Monumental Theatre Company's Policy Against Discrimination, Harassment, and Misconduct is an appropriate step toward addressing the discrimination, harassment, and/or misconduct described in this complaint. I understand that I have options for how my complaint may be addressed, including mediation and formal investigation, and that the appropriate resolution process will be determined in accordance with Company policy. I understand I further understand that I may have rights and remedies under applicable federal, state, and local law, including the right to file a complaint with the appropriate civil rights enforcement agency. I agree to cooperate in good faith with any review or investigation conducted by Monumental Theatre Company regarding the matters described in this complaint.

Name

Signature

____ / ____ / ____
Date

PLEASE RETURN THIS FORM TO:

Your Cast Representative, Stage Manager, Production Manager, Director, or Music Director. If you feel uncomfortable returning this form to any of the above-listed individuals, please submit it to a member of the Monumental staff or Board of Directors

