



# MAYDAYS

## Code of Conduct & Harassment Procedure

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## I. Summary

All classes, shows and other events with The Maydays are covered by our Code of Conduct.

The full text is available below and is maybe more detailed than you will need, but please read the following introduction before taking your first class.

If you need to raise a complaint or concern, here are our quick guide steps:

1. Contact your course teacher in the first instance, email preferred, but if you prefer to contact in person or by phone, then please do so. Please state whether your complaint is to remain in confidence.
2. If your complaint/concern regards your teacher or you're not happy with how the teacher has dealt with your original complaint, then we ask that you contact the Maydays directors directly at:
  1. Lloyd James Lloyd - [lloydie@themaydays.co.uk](mailto:lloydie@themaydays.co.uk)
  2. Ed Fargher - [ed@themaydays.co.uk](mailto:ed@themaydays.co.uk)
3. Our final escalation is to contact the Maydays external Code of Conduct Monitor, Anna Stafford [a.stratford@sussex.ac.uk](mailto:a.stratford@sussex.ac.uk)

Anna works in mental health, social work education, as a therapist and for the judiciary. She is available for independent discussion and consultation about the work of The Maydays.

## II. Introduction

It is the aim and intention of the Maydays Ltd to maintain a working, performing and learning environment free from harassment, whether it be sexual, racial, age-based, religious, ethnic, disability, or based on sexual orientation, gender identity and/ or expression.

Such harassment in any manner or form is expressly prohibited. It is also the policy of the company that no individual be subjected to any unwelcome conduct that is offensive because of their gender, race, age, religion, ethnicity, disability; sexual orientation, gender identity and/or expression, or any other category.

The Maydays recognises that it is not typical of all workplaces or training environments. The work that we do often addresses the extremes of human behaviour and the community surrounding the Maydays is social as well as professional. It is not our intention to mimic an office environment. While this may require a more nuanced reading of social cues, it is the hope of the Maydays that with a combination of clear communication, common sense, respect, and empathy, the community can create an environment that balances safety and expression without compromising either.

All reported or reasonably suspected occurrence of forbidden harassment will be investigated in accordance with the procedures outlined below, in a confidential manner and as promptly and as thoroughly as is practical and necessary. Where harassment has occurred, the Maydays will take appropriate disciplinary, educational, or other corrective action, up to and including removal from the company and/or the immediate revocation of a student's right to take classes without compensation for time spent or refund of tuition paid.

There will be no retaliation against an individual who has complained about or reported alleged forbidden harassment or who has cooperated with an investigation of alleged forbidden harassment, regardless of the outcome of the investigation.

### III. Conduct prohibited by this policy

For purposes of this Policy, forbidden harassment includes the following:

#### **Hostile Environment Harassment**

Hostile environment sexual harassment is described as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature. It is also non-sexual conduct that is unwelcome and offensive and which is directed at an individual because of the individual's gender.

Racial, age-based, religious, ethnic, disability, sexual orientation, gender identity and/or expression, and other forbidden forms of harassment may occur when there is conduct which is motivated by or relates to an individual's race, age, religion, ethnicity, disability, sexual orientation, gender identity and/or expression, or any other characteristic. Hostile environment harassment occurs when such conduct is sufficiently severe or pervasive to and does:

- 1) Unreasonably interfere with an individual's work, performance or ability to learn, or
- 2) Create an intimidating, hostile, or offensive work, performance or learning environment.

#### **"Quid Pro Quo" Sexual Harassment**

"Quid Pro Quo" sexual harassment is described as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is an explicit or implicit condition of employment, performance ability or student advancement, or
- 2) Submission to or rejection of such conduct is used as the basis for employment, performance, or educational advancement decisions.

#### **Special Note on Consensual Banter / Private Conversation**

Maydays performers, teachers and students are expected to be sensitive to the fact that the content of private conversations, though not offensive to the parties involved, may be offensive to others if overheard; and such parties will be held accountable if appropriate safeguards are not taken and the overheard conversation is found to create a hostile environment.

**Special Note On Performance Harassment**

Given the nature of improvised performances and classes, there will inevitably be material that may be offensive to some people. It is not the policy of the Maydays to punish individuals or to stifle the creative expression of performers whose artistic expression may be considered offensive to others.

However, if it is determined that the offensive content of the performance was done in an effort to harass a particular individual from the stage or to express the performer's hatred and/or intolerance to a protected individual or group, appropriate disciplinary action will occur. Additionally, if it is determined that an individual performers or group of performers is pervasively offensive or harassing in their performances, disciplinary or corrective action will occur.

Furthermore, if it is determined that behaviour that was done without intent to harass but has nevertheless caused discomfort, fear, or other feelings of harassment in members of the community or audience, this behaviour (at the time it is identified to the Maydays) will be pointed out to the performer or performers responsible. If the identified behaviour is not remedied, disciplinary and/or corrective action will occur.

**Special Note on Abuse of Power and Power Harassment**

Abuse of Power and Power Harassment by any member of the Maydays team, whether director, teacher, volunteer or any other position, will not be tolerated.

**Abuse of Power** is the commission of an unlawful, harassing, penalising, or discriminatory act, done in an official capacity, which affects the performance of duties.

**Power harassment** is any kind of behaviour in which a superior takes advantage of his or her position in the workplace to cause co-workers physical pain or emotional distress. Power harassment includes the actions of a supervisor toward a subordinate, interactions between equal colleagues, and the actions of a subordinate toward a supervisor. It could include:

- Physical attacks (such as acts of force or violence.)
- Psychological attacks (such as intimidation, verbal abuse or being scolded in front of others)
- Ostracism/Segregation
- Excessive demands (such as assigning work that is impossible to perform or unnecessary)

- Demeaning demands (tasks that feel degrading)
- Intrusion upon the individual (unwanted intrusion into an employee's personal life)

### III. Responsibilities

Maydays Policy prohibits harassment by Maydays personnel, performers, trustees, volunteers, faculty and students against any person, as well as harassment directed towards patrons, contractors, consultants, suppliers, vendors, visitors, and other individuals, when such conduct occurs at any Maydays premises, performance, rehearsals, classes or affiliated events.

The Maydays will make reasonable efforts to see that the actions of its agents, employees, coaches, and teachers are free from forbidden harassment, and will take appropriate corrective action when it learns of such forbidden harassment. The Maydays will also take appropriate corrective action in those instances where it, its agents, supervisory employees or faculty learn of forbidden harassment of any Maydays personnel, intern, performer or student.

**All Maydays, supervisory employees, volunteers, coaches and/or teachers will:**

- Reject any offer or promise of sexual or other favours made by any employee, intern, performer or student in anticipation of or in exchange for some employment, performance, or educational opportunity or decision and at the same time advise such employee, intern, performer or student that such an exchange violates policy and will not be tolerated.
- Avoid forbidden harassment, including the appearance of such harassment, by refraining from actions, language, and jokes, and by disposing of materials such as posters or magazines that could reasonably be anticipated to offend an employee, performer or student.
- Report to the Maydays directors in accordance with the procedures set forth below, any forbidden harassment that they observe, that is made known to them by others, or that they reasonably suspect has occurred.
- Assure Maydays interns, performers and students as necessary that all forms of harassment are expressly prohibited, that the Maydays will investigate reported and suspected occurrences of forbidden harassment, and that the Maydays will take appropriate corrective action when forbidden harassment is found to have occurred.

## IV. Procedures

### Notification Procedures

Any Mayday, intern, performer or student who feels that they are being or have been subjected to forbidden harassment or who knows of or suspects the occurrence of forbidden harassment should promptly and in confidence inform their Mayday teacher. If they do not feel comfortable doing so, they can contact our maydays directors by email or email the Maydays external Code of Conduct Monitor, Anna Stafford.

### Contact details:

Jenny Rowe - [jenny@themaydays.co.uk](mailto:jenny@themaydays.co.uk)

Lloyd James Lloyd - [lloydie@themaydays.co.uk](mailto:lloydie@themaydays.co.uk)

Anna Stafford - [a.stratford@sussex.ac.uk](mailto:a.stratford@sussex.ac.uk)

In addition the Maydays encourages advising the person engaging in the offensive conduct that the conduct is offensive and should be stopped.

In addition, all Maydays, teachers and volunteers have a duty to report promptly to one of the directors designated above any forbidden harassment that they observe, that is made known to them by others, or that they reasonably suspect has occurred. This can be done via the anonymous tool on the website if that is more comfortable or appropriate.

### Direct Discussion

A member of the community may feel that the best course of action is to address offending behaviour directly to the person responsible without immediately including Maydays leadership (though they may be subsequently included at any time). The Maydays supports this at the discretion of the community member and only when the community member does not feel that their safety or professional standing is in jeopardy. The Maydays emphasises that it is imperative that the individuals receiving and giving this feedback maintain a respectful discourse. Retaliation is not acceptable behaviour. The person receiving feedback may request the inclusion of a Mayday director if they disagree with the feedback or believe it is unfair. The Maydays encourages all community members to be open to receiving challenging feedback.



**Investigation Procedure**

All reported occurrences of forbidden harassment will be investigated as promptly and thoroughly as is practicable and as is required under the circumstances. The individual who makes the report or is the target of the alleged harassment will be assured that all forms of forbidden harassment are expressly prohibited, that the Maydays will conduct a confidential investigation, and that the company will take appropriate corrective action if forbidden harassment is found to have occurred.

The Maydays will designate the individual who will be responsible for conducting the investigation of the reported incidents of harassment. The timing, scope, and extent of the investigation will be determined by the directors on a case-by-case basis. All investigations will protect, as much as practicable, the privacy of all persons concerned. The Maydays expects all community members who are contacted in connection with an investigation to cooperate fully.

Pending the outcome of an investigation, reasonably necessary and prudent interim measures, such as the separation of the complainant and the alleged offender, suspension from Maydays activities for the alleged offender, or temporary leave for the complainant, will be taken at the directors discretion, taking into consideration the complainant's wishes, the seriousness of the accusations, the background of the situation, and any other relevant information.

**Special Note On Reported Criminal Activity**

If any Maydays-affiliated person is accused of criminal activity that, in the eyes of the Maydays is beyond mere harassment, and, in the judgment of the Maydays, places in doubt the safety of Maydays students, performers, teachers, staff team members, directors, vendors or patrons, then the accused will be immediately and without investigation removed from all Maydays activities until such time as the directors are satisfied that the accusations are and were unfounded. Should the accused appear at any Maydays event or venue following this removal, they will be considered to be a trespasser and the Maydays will not hesitate to call authorities to remove them. The reinstatement of the accused to any Maydays activity or venue will be at the sole discretion of the directors.

**Resolution and Outcome of Investigation**

Following an investigation, the Maydays will take such action that it deems necessary or appropriate under the circumstances as follows:

**No Violation**

In the event that the investigation discloses insufficient grounds or basis to substantiate a violation of this policy, all necessary parties will be so advised.

**Violation**

In the event that the investigation discloses a violation of this policy, the Maydays will communicate its findings to both the complainant and the alleged offender. Based upon the totality of the circumstances, appropriate disciplinary, educational, and/or other corrective action, up to and including termination, removal of an individual from any position that it is in the Maydays power to grant, the revocation of a performer's ability to perform at or attend performances by the Maydays or at a Maydays event, will then be taken. The action taken will be reasonably calculated to prevent any further unacceptable conduct. It is within the director's discretion to determine the appropriate corrective action.

**False complaint**

If the complainant or the alleged offender is not satisfied with the resolution, he or she is encouraged to contact any director or the external Code of Conduct Monitor. In the event an investigation of a reported or suspected occurrence of forbidden harassment reveals that the person has lodged a knowingly false or frivolous complaint, fabricated facts, or failed to tell the truth, the Maydays may take appropriate disciplinary and/or other corrective action.

**Mental Health**

In a case in which the accuser displays signs of mental health issues, providing accusations they believe to be true but are obviously based on fantasies, extreme paranoia, or hallucinations, those accused are advised to keep a detailed record of all encounters, keep any emails, texts, and voicemails, and never discuss the accusations with the accuser without a 2<sup>nd</sup> party present. The Maydays aim to be welcoming and accessible to all.

However, this does not extend to the point where an individual is causing distress or significant discomfort to those around them. All Maydays staff and students are advised to discuss problematic individuals with the directors to determine the best course of action for that individual.

## V. Rules of behaviour

### **Disruptive Behaviour**

Purpose: Everyone has a right to expect and receive a favourable experience at Maydays events. Each patron and contractor has the right to receive quality service in an atmosphere that is calm, safe and as free from disturbance as possible. The staff has the right to provide service without fear of abuse or threatening behaviour from other contractors, patrons attending a show or participating in a class.

## VI. No retaliation

No individual who reports or complains about forbidden harassment, or who assists the Maydays in its investigation, will be subjected to retaliation. Anyone who feels that he or she has been the victim of, or threatened with retaliation should immediately inform one of the directors or the External Code of Conduct Monitor for the purposes of receiving reports of complaints.