



Come resonate with the arts...

Substance Abuse, Harassment, & Child Protection Manual

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1. Substance Abuse & Smoking

Drug and Alcohol Abuse

UNIPAC will not tolerate any substance abuse on its premises. (This includes any location where a rehearsal or performance for UNIPAC is held). Any company member under the influence of alcohol or controlled substances will be asked to leave immediately. Under these circumstances, assistance may be provided to ensure that he/she arrives home safely. The company member may be removed from the production at the determination of the Board of Directors.

Smoking

All of the venues that UNIPAC uses are considered a non-smoking environment per the Utah Clean Air Act. No smoking will be permitted inside or within the property at any time. Smokers must observe the Utah Clean Air Act and maintain a distance of at least twenty-five feet from exterior doors.

2. Harassment

It is the goal of UNIPAC to have an environment free of harassment, whether the harassment is of a sexual nature or in reference to race, color, creed, national origin, gender, pregnancy, sexual orientation, marital status, religion, age, military service, or disability/handicap. Any behavior that creates or contributes to intimidation, or a hostile or offensive environment, is absolutely prohibited and will result in disciplinary action, up to and including dismissal from the premise and/or removal from a production.

UNIPAC defines sexual harassment as:

- Unwanted sexual attention of a persistent or abusive nature, made by a person who knows or ought to reasonably know that such attention is unwanted, or;
- Implied or expressed promise or reward for complying with a sexually oriented request, or;
- Implied or expressed threat of reprisal, in the form of actual reprisal or the denial of opportunity, for refusal to comply with a sexually oriented request, or;
- Sexually oriented remarks and behavior which may reasonably be perceived to create a negative psychological and emotional environment while at the theatre, or;
- Other inappropriate, vulgar, graphic, or obscene language, or physical conduct of a sexual nature.

If you feel that sexual harassment may have occurred, speak to the Stage Manager, Producer, Artistic Director, Company Manager, or a Board Member. You should never feel guilty or be made to feel guilty about reporting a problem. Any issue(s) brought before the above mentioned personnel will be kept confidential. No action will be taken unless the concerned person wishes it. Any reported episode of harassment will be carefully reviewed and investigated promptly and, to the extent it is feasible, confidentially. There will be no form of retaliation taken against anyone who in good faith reports an episode of harassment. If, after investigation, UNIPAC deems the accused has committed an act of harassment, the person will be subject to appropriate discipline, up to and including discharge or legal action if necessary.

3. Child Protection

UNIPAC has a zero tolerance policy when it comes to the protection of youth within our productions. Misconduct of any kind with minors or the appearance thereof, is harmful to the minor, his or her family, UNIPAC, society, and the perpetrator.

- No person associated with UNIPAC (volunteer, independent contractor, etc) shall be alone with any minor on or off UNIPAC premises (defined as any space UNIPAC rents or uses for rehearsal or performance).
- UNIPAC personnel shall not transport any minor involved in a UNIPAC production without the written consent of the minor's parent or guardian. The written consent will be kept on file with UNIPAC.
- Adults associated with UNIPAC shall refrain from physical contact with minors which may be deemed inappropriate.

If you believe this policy has been violated, immediately and confidentially report the violation to the Artistic Director, Company Manager, or a Board Member, who, with any expert assistance deemed necessary, shall undertake a thorough investigation and, if this policy or the law has been violated, deal appropriately with the violation.

If you are a person associated with UNIPAC who believes a situation may be developing which, if not resolved, could lead you into violating this policy or create an appearance of violating the policy, confidentially discuss the potential problem and resolutions with the Artistic Director, Company Manager, or a Board Member. No action will be taken against any person who chooses to discuss a potential problem, provided the reporting person has not yet violated this policy or the law with regard to conduct with minors.

If you are a minor or parent of a minor who believes a situation may be developing which could violate the law or this policy, confidentially report the situation to the Artistic Director, Company Manager, or a Board Member. If the situation is a potential, but not yet actual violation, the Artistic Director, Company Manager, or a Board Member, utilizing any expert advice deemed necessary, shall attempt to resolve the potential situation before a violation of this policy or the law actually occurs.