

MOONBOX PRODUCTIONS

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STAFF

Producing Artistic Director	Sharman Altshuler	sbaltshuler5@gmail.com
Associate Artistic Director	Allison Choat	allison.choat@gmail.com
Director of Equity Diversity & Inclusion	Davron Monroe	dmonroe@moonbox.org
Director of Marketing and Communication	Phil Tayler	ptayler@moonbox.org
Director of Community Accessibility Initiatives	Kara Crumrine	community@moonbox.org
Production Manager	Jo Williams	jowilliams.pm@gmail.com
Publicist	Regina Norfolk	regina.norfolk@comcast.net

Our Mission

Moonbox Productions produces exceptional theatrical experiences that enlighten, empower, and challenge Greater Boston audiences to re-imagine how art creates community. We create inclusive programming that makes all audiences, staff, and community partners feel welcome and celebrated. #CreateCommunity

Core Values

Community

We believe it is our shared responsibility to make positive change in all of the lives that we touch.

Diversity

We believe in creating spaces that reflect the diversity of our shared community, both on and off the stage, where under-represented voices, including BIPOC, LGBTQIA2S+, and people living with disabilities feel valued and important.

Accessibility

We believe that accessibility is a human right. We are devoted to providing performances that can be experienced and enjoyed universally, and to incorporating accessibility planning into our production, design, staffing, and budgeting processes from day one.

Moonbox commits to

- * Provide a safe, collaborative and respectful workplace
- * Implement anti-racist theatre practices
- * Promote individuals and organizations that work on behalf of our community through our **Non-Profit Partnerships**
- * Support emerging artists and theatre professionals through our **Mentorship Program**
- * Provide ASL interpretation and audio description for all productions, and regularly offer open and closed captioning.
We are actively expanding our programming to include tactile integration tours and sensory-friendly performances
- * Seek new and innovative ways to engage and give back to our community
- * Engage with the broader community of people living with disabilities and other under-represented groups to enrich our networks and make our productions enjoyable for all. We recognize that guidance by and consultation from members and experts of these communities is critical to this process.

ANTIRACISM STATEMENT

At Moonbox, we believe that the stories we tell are important. They sustain and preserve our community, our history, and our values. Telling racially diverse stories allows us not only to reflect – but also to reflect on – the complexities of our past. When we join together in the act of storytelling, we are united in ways that transcend the everyday. Together, we can use the power of storytelling to honor our commonalities, celebrate our differences, and address historical discrimination and injustice. We pledge to take this power seriously, and to use our voices and the stories we tell to dismantle the systemic racism and white supremacy engulfing our culture, our country, and our industry.

We pledge to create an anti-racist culture that resonates not just on our stages, but throughout the communities they support. We stand in solidarity with our BIPOC (Black, Indigenous, and Persons of Color) community. We say with open hearts that Black lives more than matter – they are a crucial part of the fabric of our society and the work we do as artists. We pledge to raise up and interweave diverse voices in all of our endeavors, creating a vibrant tapestry in the art that we produce.

We pledge not just to acknowledge the crucial nature of this work, but to act on it.

At Moonbox, we will:

- Implement anti-racist practices in both our internal policies and our external initiatives;
- Intentionally create an anti-racist culture among our staff, advisory panel, and artists;
- Produce works that truthfully reflect the community around us – both as it has been and as we hope it will become; and
- Actively monitor what works and what doesn't, convening at least quarterly to make sure we continue our progress along on an anti-racist path.

We recognize that this will be hard work, and that it is long overdue. We are only beginning to unravel decades of injustice, and we must be steadfast in our commitment to positive change. We will work tenaciously and tirelessly to make sure that everyone – at every level of our organization, and throughout the communities we support – feels that they belong.

CODE OF CONDUCT

We are increasingly aware that disrespectful behavior, sexual harassment, sexual misconduct, and systemic bullying are deeply embedded in our culture – including in the theater world. These behaviors are contrary to who we are and what we aspire to be.

Theater is an art form. The work can and should be challenging, experimental, exploratory, and bold. Artistic freedom of expression is essential. For these things to happen, though, the creative space must be a safe space. And because the spaces in which we work are broad – encompassing administration, auditions, rehearsals, technical work, late nights, parties, public-facing frontline work, and more – we must acknowledge, and not exploit, the blurred boundaries between work and social spaces.

In order to ensure sustainable change, we appreciate that all of us must:

- Know harassment and misconduct when we see it.
- Know what to do when we experience or observe it.
- Examine our industry practices (meeting formats, communication standards, etc.) where bullying or bias is slipping in, and establish improvement interventions.
- Create a safe and supportive environment for people to share their concerns and experiences.
- Communicate and maintain supportive and effective reporting processes.
- Understand and uphold reporting standards and guidelines for actors, designers, directors, technicians, overhires, full and part-time staff, and guests.

WE ACKNOWLEDGE THAT:

THIS IS ABOUT ABUSE OF POWER: Harassment of any kind is about the ABUSE OF POWER. Making people feel vulnerable, ashamed, or marginalized is bullying.

SHIFTING THE PARADIGM: Shifting the paradigm requires us all to accept that some of our own behavior may still be rooted in old assumptions. Every one of us has a critical responsibility to hear and recognize the impact of our own actions. When we receive feedback that we have made someone uncomfortable, we commit to looking inward, becoming even more self-aware, and adjusting any offensive behavior immediately.

THIS WILL FEEL AWKWARD – FOR A WHILE: Because we are all learning new behaviors together, we will stumble. We will err. We may even wish we could stop talking about this. But keeping this front and center is the only path forward.

WE WILL WORK WITH EVERYONE TO MAKE IT BETTER: In addition to providing the guidelines that follow, we will work with those who may misunderstand our expectations.

Cooperation and an open mind are essential and are expected of all Moonbox staff and collaborators.

WHAT DOES DISRESPECTFUL CONDUCT LOOK LIKE?

Avoid any behavior that marginalizes or diminishes your colleagues. The list of potentially inappropriate behaviors below is not all-inclusive, but it is meant to provide you with examples.

- **INAPPROPRIATE PHYSICAL CONTACT**
 - If in doubt, don't do it. If someone pulls away or asks you to stop it – STOP IT. Hugging and touching can imply a sense of intimacy that is not shared.

- **INAPPROPRIATE LANGUAGE**
 - Colleagues and co-workers are not girls, boys, gals, babes, sweeties, or honeys. Use people's proper names.
 - Colleagues should not be subject to a judgmental gaze or commentary on clothing, bodies, sexiness, racial attributes, weight, prettiness, or personality characteristics.
 - Co-workers are here to do a job, and not to brighten your day. As such they do not need to hear "smile more," "lighten up" or "calm down."
 - Co-workers are here to work, not to discuss your or their personal lives or to engage in flirtatious behavior.

- **DISMISSIVE AND DISRESPECTFUL BEHAVIORS**
 - Interrupting or talking over others in discussions is dismissive and unacceptable .
 - Co-workers are fully capable of making decisions related to their jobs. If we disagree with one another's decisions, we are committed to discussing it with each other directly.
 - Making assumptions about gender, sexuality, race, or religion of colleagues is disrespectful and unacceptable.
 - Giving public credit for work well done is a respectful way to acknowledge contribution.
 - Taking unearned credit for work done by someone else diminishes a colleague's stature in front of others, and is unacceptable.
 - Shaming or public outbursts are threatening and have absolutely no place at MOONBOX. Both parties will be expected immediately to stop such behaviors and step away to make appropriate reset.

MOONBOX PRODUCTIONS, INC.
POLICY AGAINST HARASSMENT

I. POLICY STATEMENT

It is Company policy to promote a workplace in which all employees are treated with dignity and respect and that is free from all forms of harassment, including sexual harassment. Any form of harassment of employees which occurs in the workplace, or in other settings in which employees may find themselves in connection with their employment, is prohibited by this policy and will not be tolerated by the Company. This policy also prohibits retaliation against any employee who complains of conduct that may violate this policy or against any employee who cooperates or assists with an investigation of any such complaint.

Company property (*e.g.* telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct which violates this policy. The Company's policy against harassment covers employees and other individuals who have a relationship with the Company which enables the Company to exercise some control over the individual's conduct in places and activities that relate to the Company's work (*e.g.* directors, officers, contractors, vendors, clients, etc.).

Prohibition of Sexual Harassment

The Company's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an expressed or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment or benefits for program participants; or (3) coerced sexual acts (all of the foregoing three examples hereinbelow referred to as "Sexual Advances").

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities (all of the foregoing seven examples hereinbelow referred to as "Sexual Conduct").

While such behavior, depending on the circumstances, may not be severe or pervasive enough

to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against Company policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment

It is also against Company policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in the Company's premises such as on an employee's desk or workspace or on Company equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against Company policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Artistic Work

As a theatrical production company, the Company recognizes that an artistic workplace is not a typical office-environment and that creative work appropriately may include, or even reasonably require, "blue" or "R-rated" material or Sexual Conduct (or other physical contact, touching, or other behaviors or conduct of a sexual nature), as part of the creative work and/or performing process. However, if it is determined that any action (including, but not limited to Sexual Conduct) was done in an effort to harass a particular individual or to express the artist's hatred and/or intolerance of a protected individual or group, then appropriate disciplinary action will be taken. The Company encourages employees to report any questionable conduct to their Supervisor, Director of Equity, Diversity & Inclusion or to the Producing Artistic Director.

Reporting of Harassment

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any Company employee, you should report the incident immediately to your supervisor, Director of Equity, Diversity & Inclusion or to the Producing Artistic Director. Possible harassment by others with whom the Company has a business relationship, including clients and vendors, should also be reported as soon as possible so that appropriate action can be taken. Although reports may be made orally, employees are strongly encouraged to make any reports of sexual harassment or other discriminatory harassment in

writing. Doing so can assist in the investigation process.

The Company will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual or with other employees or program participants. The Company's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take against an offending individual. To the extent feasible, only individuals who the Company determines have a need to know will be informed of the allegations and they will be requested to treat the matter confidentially.

If the Company determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, transfers, suspensions, termination and legal action. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the Company will inform the employee who made the complaint of the results of the investigation.

Other Information

The Company strongly encourages employees to bring any concerns about possible sexual or other discriminatory harassment to the Company's attention. Employees may also direct inquiries or reports concerning discriminatory harassment to the agencies responsible for governmental enforcement of employment discrimination laws. Massachusetts employees may contact those agencies at the following addresses and telephone numbers:

Massachusetts Commission Against Discrimination
One Ashburton Pl #601
Boston, MA 02108
(617)994-6000

Equal Employment Opportunity
John F. Kennedy Federal Building
25 Sudbury St
Boston, MA 02222
(617)565-3200

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Director of Equity, Diversity & Inclusion or the Producing Artistic Director.

Conflict/Grievance Reporting

Concern Resolution Path

Creating a safe and comfortable environment for all members of our team is important. We take concerns seriously and seek to address issues in a sensitive and timely manner. The following individuals are available to help you resolve any concerns or issues that arise. We encourage concerns of level 2 and above to be made in writing when possible.

Level One

If you feel comfortable and safe doing so, we encourage you first to directly address your concerns with the individual(s) involved. This helps to foster an honest and open community and is often the fastest path toward resolution.

Level Two

If you are not comfortable directly addressing the individual(s) involved, or if no resolution can be agreed upon, your next points of contact can be any of the following:

NAME: Davron Monroe
TITLE: Director of Equity, Diversity & Inclusion
EMAIL: dmonroe@moonbox.org
PHONE: 904-631-2843

NAME: _____
TITLE: Equity Deputy
EMAIL: _____
PHONE: _____

NAME: Kara Crumrine
TITLE: Director of Community/Accessibility
EMAIL: community@moonbox.org
PHONE: 603-748-1693

Level Three

If an issue has not been resolved through Levels One and Two, or if you are an individual named in Level Two who needs assistance, your next points of contact can be any of the following. Contacts at this level may consult with each other and review any legal or other implications of any decision.

NAME: Arthur Gomez
TITLE: Advisory Panel Member
EMAIL: a.gomez2988@gmail.com
Phone:

NAME: Sharman Altshuler
TITLE: Producing Artistic Director
EMAIL: sbaltshuler5@gmail.com
PHONE: 617-877-4129

Public Relations

Please direct all press inquiries to Moonbox Publicists Regina Norfolk – 508-494-6630,
reginanorfolk@comcast.net

Social Media

Connect with us:

Like: Facebook @moonboxproductions

See: Instagram @moonboxproductions

Share: Twitter @moonboxboston

Ticketing

COMPS

We will provide all Moonbox staff and employees with a minimum of 2 comps per production. When circumstances allow, additional complementary and/or discounted tickets will be made available.

NON-Profit Partners

With each show, Moonbox Productions partners with a local non-profit organization. The non-profit is given space on the Moonbox website and is visible on all promotional materials related to the show. Moonbox also gives its non-profit partners access to audiences during the run of the show; helping non-profits to raise awareness for their cause, create connections within their community, and increase the reach and impact of their work. To learn more about being a Non Profit Partner for one of our upcoming performances, email us at community@moonbox.org.

COVID-19 Protocol & Policy

- * In order to protect the health and safety of our staff, our audiences and our community, we are requiring all Moonbox staff this season to be fully vaccinated for COVID-19, and to provide proof of vaccination prior to any in-person activities.
- * If you have a medical condition that prevents your being vaccinated, please contact our COVID Compliance Officer Kailey Bennett (kbennett828@gmail.com) immediately. We will then investigate options for accommodation.
- * If you are unwilling to get vaccinated due to a sincerely held religious belief, please contact COVID Compliance Officer Kailey Bennett (kbennett828@gmail.com) immediately to discuss options for accommodation.

Please direct all inquiries about COVID policies and protocols to our season **COVID Compliance Officer Kailey Bennett**