

Additional Information

****Privacy and Confidentiality:** While it is always expected that the privacy of individuals will be respected to the extent possible, the need to interview people and gather additional information combined with the small group environment of the theatre may make confidentiality impossible. If the Reporter shares something with the Contact Person that should remain confidential, they should discuss whether this is possible and how confidentiality might impact possible solutions to the conflict.

Alleged Conflicts Involving Minors:

This pathway has been written with the assumption that participants are legal adults. In the event a potential reporter or involved party is a minor, a legal guardian of said minor must be included during all steps involving said minor.

Time Deadlines:

Throughout the entire CRP process, from the initial report to the conclusion, all parties involved should proceed as quickly as fairness, efficiency, and schedules allow. Slow action or delay can cause some concerns to escalate or render them moot. The appropriate time for steps to be taken will depend upon the nature of the concern, the schedules of the parties involved, and other factors. Since this will vary, the Contact Person and Reporter should discuss the time factor at the first meeting in a Step Two proceeding.

Contact Information

Contact individuals in order from top to bottom.

For contracted artists:

<i>Position</i>	<i>Name</i>	<i>Mobile</i>	<i>Email</i>
Company Manager	John Doe		
Artistic Director			
Board Member			
Board Chair			

For employees and volunteers:

<i>Position</i>	<i>Name</i>	<i>Mobile</i>	<i>Email</i>
Box Office Manager	John Doe		
Board Member			
Board Chair			

Our Board of Directors is committed to creating and maintaining a safe, inclusive environment, including communication and conflict resolution whenever possible. We look forward to working with you.

Board Chair:

Board Vice-Chair:

Board Secretary:

Board Treasurer:

Board Member:

Board Member:



Conflict Resolution Pathway

Our Board of Directors wants your experience as an artist, employee, or volunteer to be a **positive** one.

For this reason, we have established a Conflict Resolution Pathway (CRP) that can be used in situations that may involve disrespect or inequities.

Conflict Resolution Pathway

Step One: Discussion

(optional)

We recognize that many concerns can be resolved by the parties involved. We encourage you to discuss challenges and concerns with one another if at all possible. Sharing and hearing concerns with openness and respect can prevent situations from escalating further.

If you succeed in resolving all concerns through a step one discussion, no further action is required. If you wish to make the board aware of the concern and how it was resolved, you may complete the form "Step One Report" and submit it to the Paul Bunyan Playhouse (PBP) Board Chairperson. A "Step One Report" is optional.

If you do not feel comfortable with a Step One discussion, or if such a discussion is not successful in resolving all concerns, you should proceed to Step Two of the CRP process.

Step Two: Formal Report & Determination**

In Step Two, a report is made to the contact person according to the chart located on the back of this brochure, facts are shared and concerns are identified. Exactly how this process is done and what action is taken will depend upon the situation.

Ultimately, the resolution may be an agreement between the people involved, or a determination by the contact person.

(Step Two Cont.)

1. The party who seeks assistance resolving their concern (Reporter) shall complete the form "Step Two Report" & provide it to the first Contact Person on the applicable list located on the back of this brochure. If the first Contact Person on the list is involved in the concern or may have a conflict of interest in the situation, the report shall be given to the second Contact Person, and so on.

2. The Contact Person receiving the report shall be responsible for taking the following actions:

- a) Immediately provide a copy of the report to the Chairperson of the PBP Board of Directors.
- b) Meet with the Reporter within 2 days to discuss the report, clarify any questions about the information in the report, and to agree upon the next course of action.
- c) If necessary, the Contact Person may interview other persons involved in the concern, persons who witnessed the incident or have other relevant information. This will be done *only* if necessary, and with as much digression as possible.

3. Once the Contact Person has obtained all necessary information, they shall meet with the Reporter to discuss the next appropriate step. This may involve a meeting of the involved parties to reach an agreement, or a determination by the Contact Person as to appropriate actions.

4. When an agreement has been reached, or a determination has been made & all appropriate actions have been completed, Contact Person shall complete "Step Two Determination" form. Contact Person and Reporter shall both sign this form. A copy of this report shall be given to Reporter & PBP Board Chairperson. This completes Step Two.

5. If Reporter is not satisfied with the outcome of Step Two, Reporter may elect to proceed with Step Three by indicating this on the "Step Two Determination" form.

Step Three: Consideration

Step Three is not required unless Reporter is dissatisfied with the outcome of the Step Two and wishes to continue efforts to seek resolution of the concern. This may occur when Reporter disagrees with the determination, feels the actions taken were not adequate, or the Contact Person lacks the authority to resolve the concern.

1. Step Three consideration and all decisions will be made by the PBP Board of Directors and will include at minimum a quorum of the board. This may be done at regular board meeting(s) in a closed session or in special closed meeting(s) called by the Chairperson for this purpose. Meetings may be conducted in person or via electronically.

2. Prior to the meeting: Chairperson will review the reports and documentation. If clarification is required, the Chairperson may discuss matters with Reporter and/or Contact Person.

3. The extent of consideration by the board will depend upon the Reporter's concern(s) and/or dissatisfaction with the outcome of Step Two. Depending upon the situation, consideration might include whether facts were adequately explored, whether all appropriate actions were considered and/or taken, whether the board agrees with the determination by the Contact Person, or whether there is anything the board can do to resolve the situation.

a) If the board requires further information, the Chairperson may investigate further or appoint another board member to do so.

4. If necessary, any motion and vote of the board members present at the meeting. This shall be in writing on the form "Step Three Determination." A copy of the decision will be provided to Reporter and Contact Person.