



ANTI-RACISM, ACCESS AND EQUITY POLICY

This policy was approved by the Junior Players Board of Directors on 04/12/2019.

A: STATEMENT OF COMMITMENT

North Texas is made up of people from diverse communities and equity-seeking groups defined as ALAANA and LGBTQIA+. Junior Players recognizes that the changing nature of the population has implications in terms of delivering and/or providing access to its services (e.g. programming, activities, etc.).

We recognize that barriers to services exist for members of diverse communities, particularly for equity-seeking groups, and we are committed to acting as a positive force in eliminating these barriers.

To achieve this, the Junior Players will:

- Ensure that diverse communities have equitable access to its services, resources and decision-making.
- Be non-discriminatory and promote the goals of anti-racism, access and equity; and
- Take reasonable steps to ensure its services, programs and decision-making reflect the community it serves.

The Junior Players prohibits discrimination or harassment and protects the right to be free from hate activity based on age, ancestry, citizenship, creed (religion), color, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, sex, sexual orientation or any other personal characteristic by or within the organization.

¹ For the purposes of this policy, equity-seeking groups include ALAANA, Aboriginal/First Nations people, women, people with disabilities, racial minorities, the socio-economically disadvantaged, lesbian, gay, bisexual, and transgendered persons (LGBTQIA+).

Definitions

Anti-racism: a set of practices and systems designed to eliminate racism. Racism includes racist ideologies, prejudiced attitudes, discriminatory behaviors, structural arrangements and institutionalized practices resulting in racial inequality as well as the fallacious notion that discriminatory relations between groups are morally and scientifically justifiable.

Access: the ability of or extents to which communities or residents can attain needed services and achieve full participation in the planning, development, administration and delivery of those services. Access includes client access and organizational access.

Equity: practices designed to remove systemic barriers to equality of outcome by identifying and eliminating discriminatory policies and practices.

Discrimination: the act of treating a person unequally by imposing unequal burdens or denying benefits, rather than treating a person fairly on the basis of individual merit. Discrimination is usually based upon personal prejudices and stereotypical assumptions related to at least one of the grounds set out in this Policy. It is not necessary to have an intent to discriminate under the Code. Workplace rules, policies, procedures, requirements, qualifications or factors may not be directly or intentionally discriminatory but may nonetheless have an adverse effect. This may create barriers to achievement and opportunity.

Harassment: a course of conduct of comments or actions that are unwelcome or should be known to be unwelcome. A person has the right to be free of humiliating or annoying behavior that is based on one or more grounds in the Code.

ALAANA means African, Latinx, Asian, Arab, and Native American. This also includes Native Hawaiian and Pacific Islander (category as defined by the US Census Bureau).

LGBTQIA+ means Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual and other associated communities.

B: POLICY AND ACTIONS ON ANTI-RACISM, ACCESS & EQUITY

Governance

Junior Players is committed to achieving representation of the diversity of North Texas on its Board of Directors by ensuring that it has an equitable and transparent nominations process, that this process is communicated to all members, and that members are committed to outreach beyond the current membership if necessary to achieve this goal.

- *The Nominating Committee utilizes an open and inclusive process for evaluating, recruiting and selecting nominees to the board of directors.*
- *Junior Players actively seeks candidates from across the community and encourages people from all equity-seeking groups to consider a position on our board of directors.*

Employment

Junior Players is committed to achieving representation of equity seeking groups on its staff by ensuring that members of equity seeking communities have equitable access to employment. This includes recruitment, selection, staff development, performance evaluation, retention, promotion, termination.

- *Junior Players utilizes blind resume review when considering applicants for employment.*
- *Junior Players avoids stereotypically gendered wording in job descriptions.*

- *Junior Players uses standardized employment interviews to ensure all applicants are treated the same.*
- *Junior Players sets diversity goals when recruiting candidates for employment.*

Junior Players is committed to maintaining an environment where all individuals are treated with dignity and respect and are free from all forms of discriminatory treatment, behavior or practice. Discrimination, harassment, violence, and any other form of discriminatory practices will not be tolerated by Junior Players. Discrimination does not have to be intentional. It can result from practices or policies that appear to be neutral but have a negative effect on groups or individuals based on race, religion, gender, etc.

- *Junior Players promotes open, effective communication, as well as clear channels for feedback to all employees*
- *Junior Players has established clear written employment policies and guidelines that address penalties for discriminatory treatment or behavior, harassment, and retaliation.*
- *Junior Players has established a clear process for reporting behaviors that violate these policies.*

Services

Junior Players is committed to ensuring that its services and programs are accessible to diverse communities. This involves review of current outreach, communications, program planning and evaluation, to ensure goal is being met.

- *Junior Players cross-promotes our programs with organizations serving diverse communities from all social, cultural, and economic backgrounds.*
- *Junior Players is in the process of developing cross-sector cultural programs aimed at children and teens who are homeless that can be helped or ameliorated through arts programs providing life skills training.*
- *Junior Players offers many productions free of charge for audience members to promote accessibility as well as completely free programming for all student participants.*

In addition, Junior Players will take into consideration provision of services to disadvantaged individuals, low-income persons, families in poverty, and equity-seeking communities.

- *Junior Players has developed specific programs for disadvantaged persons including disadvantaged youth presenting free events and events planned with specific partner organizations that focus on disadvantaged persons*

Training and Education

The Junior Players is committed to ensuring that those involved in the delivery of services and programs have the knowledge, understanding and skills to work with and provide services to members of diverse communities, particularly equity-seeking communities.

- *Junior Players has provided training opportunities for all personnel to ensure their commitment to recognizing and avoiding conscious and unconscious bias towards any and all persons with*

whom they have contact whether patron, student, parent, co-worker, subordinate, superior, board member, visitor, contract personnel, volunteer, intern or others.

- *Junior Players has enacted clear antiharassment, antiretaliation, and antidiscrimination policies with specific remedies and consequences for all staff members or volunteers should the policies be violated.*

Information and Communications

Junior Players is committed to ensuring that all of its communications, including information on its services and programs, are accessible to diverse communities.

C: HUMAN RIGHTS COMPLAINT PROCEDURE

Definitions

Complainant: the individual alleging the discriminatory treatment or behavior

Respondent: the individual against whom the allegation of discrimination is made.

Employee: for the purpose of this policy, the term employee includes employees, volunteers, contractors and consultants working with the Junior Players.

Avenues of Complaint

Complaints will first be dealt with by the Human Resource Manager. The complaint will then be communicated with the Executive Director, and when necessary handled collaboratively by the Human Resource Manager and Executive Director. Where appropriate, the Executive Director will consult with the President of the Board of Directors.

All situations in which the Executive Director has been named in a complaint will be dealt with directly by the President of the Board of Directors.

Right to Complain

Individuals have the right to complain about situations they believe to be discriminatory or harassing in nature.

This policy prohibits reprisals against employees because they have complained or have provided information regarding a complaint. Alleged reprisals are subject to the same complaints procedures and penalties as complaints of discrimination.

Reporting a Complaint

Although individuals may first choose to make a verbal complaint, a written summary of the incident will be required. Complaints should be reported as soon as possible. If the complaint is delayed beyond three months, the complainant should outline the reason for the delay in reporting the incident(s). A letter of complaint should contain a brief account of the offensive incident(s), when it occurred, the person(s) involved and the names of witnesses, if any. The letter should be signed and dated by the complainant.

Investigation

Within three working days of receiving a complaint, the Human Resource Manager and/or Executive Director and/or President of the Board of Directors must initiate the investigation process.

As soon as possible after receiving the complaint, the Human Resource Manager and/or Executive Director will notify the individual(s) being named in the complaint. All individuals named in the complaint have a right to reply to the allegations against them.

Individuals named in the complaint as witnesses will be interviewed.

Settlement and Mediation

With the consent of the complainant and the respondent, the investigator may attempt to mediate a settlement of a complaint at any point prior to or during an investigation.

Every effort will be made to reach a settlement satisfactory to the complainant and the respondent.

Confidentiality

All individuals involved with a complaint must ensure the matter remains confidential.

The investigator will release information only on a need-to-know basis. Whenever possible, investigation reports are presented in a summary format without the names of witnesses.

Findings and Recommendations

Once the investigation is complete, the investigator will prepare a written report summarizing investigation findings.

Final Decision

The individual(s) who filed the complaint and those named in the complaint have the right to review and comment on the investigation findings with the Human Resource Manager or Executive Director.

Remedy

A response to a founded complaint could include remedial action ranging from:

1. Requiring the respondent to provide a verbal or written apology;
2. Giving a verbal or written reprimand with a copy to the respondent's personnel file;
3. Dismissal of the respondent.

If the findings do not support the complaint, Junior Players might:

- Make a recommendation for training or better communications; or
- Recommend that no further action is necessary.

It may be that no action is taken against the respondent, but there might be a need for some management or systemic activity.

A person who is found to have made a frivolous or vexatious complaint may be subject to disciplinary action.

Timeframe

Complaints should be reported within three months of the incident. If the report is made after three months, an explanation of the delay should accompany the complaint.

Complaints will be dealt with in a timely manner.

Records

When remedial action requires discipline of an employee, a record of the disciplinary action will be placed in an individual's personnel file. All other records of the investigation will be kept separate and apart from the personnel file.

D. ADDENDUM: JUNIOR PLAYERS DIVERSITY ACTION PLAN

Junior Players has adopted a Diversity Action Plan with the commitment of strengthening the foundation and culture that promotes diversity as a consistent standard in our Junior Player's artistic work and among our staff, board and audience members.

Junior Players Artistic Programming

The Artistic Leadership and Programming staff will plan for, execute, and evaluate the Artistic Programming Diversity Action Plan, with primary oversight occurring during season planning, casting and hiring processes. The measurable goals include, but are not limited to:

- Ensure that Junior Players contracts Independent Contractors (Master Teaching Artists) that are representative of the demographic areas and participants we serve on an annual basis. It is

important that our master teaching artist demographics heavily mirror the demographics of our students.

- Ensure that Junior Players Ensembles for all productions are comprised of at least 50% diversity by casting more participants of color and from a variety of different geographic areas of the North Texas area.
- Conduct masterclass workshops in at least 10 DISD schools per year.
- Ensure non-traditional (color blind and gender blind) casting in all productions.
- Create targeted hiring efforts to contract at least two-three people of color to direct and/or choreograph productions as part of the Junior Players season.
- Collaborate with at least one culturally specific company/civic organization with a CRS or mission statement that aligns with our Equity, Diversity and Inclusion initiatives to create EDI panel opportunities within our production's process.

Junior Players Administrative Staff

The Junior Players Executive Committee will oversee and evaluate the Staff Diversity Action Plan created by the Junior Players Executive Leadership, under the leadership of the Executive Director and Board Chair and with the active support and participation of the Human Resources Department. The Committee is comprised of at least two people diverse backgrounds. The Committee will oversee the goals of the organization that include but are not limited to:

- Create targeted hiring outreach efforts and recruiting systems to ensure that people of diverse backgrounds are aware of and apply to open positions.
- Continually benchmark the administrative staff.
- Review and revise the Junior Players Employee Handbook and workplace practices to be more welcoming and inclusive.
- Review a mandatory hiring procedure that is inclusive and equitable and revise as needed.
- Ensure Equity, Diversity and Inclusion training for staff members and continue the dialogue at staff meetings and onboarding processes.
- Incorporate diversity goals into the annual performance reviews for managers and department leaders.
- The Executive Committee will propose new policies, staff training, and revisions to the plan as necessary.

Junior Players Board of Directors

A Board Diversity Sub-Committee will oversee and evaluate implementation of the Board Diversity Action Plan. The Sub-Committee Chair, with the active participation of the Junior Players Board President and the Executive Director, shall guide the efforts to increase the diversity of the Board by overseeing the following goals:

- Establish guidelines for identifying and recruiting qualified, interested and engaged people of color.

- Identify opportunities to engage prospective board members of diverse cultures currently not represented on the board and commit to recruiting individuals from those diverse cultures or backgrounds.
- Ensure a diverse board of directors in respect to ethnicity, age, gender and work place industries with the goal that at least 50% of the Board of Directors are people of color and in close proximity of an even gender breakdown.
- Mentor all new Junior Players Board of Directors to ensure that they are made to feel welcome and become fully involved in board related activities.
- Ensure Equity, Diversity and Inclusion training for Junior Players Board Members and continue the dialogue at board meetings and the annual retreat.
- Plan and promote community outreach efforts to inform ethnically focused organizations within the community about the diversity work of the organization and engage them in it.
- The sub-committee will propose new policies and revisions to the plan as deemed necessary.

Audience

The Executive Leadership, Executive Producer(s) and Marketing Manager will oversee and evaluate the Audience Diversity Action Plan. The goals include, but are not limited to:

- Collaborate with community stakeholders and culturally specific organizations to create accessible opportunities for our Season of Productions which is also inclusive of outreach opportunities.
- All students currently in grades Pre-K-!2 will receive complimentary tickets to all productions should they not have the resources to purchase tickets. Junior Players offers free & discounted nights to the community for all productions. It is our mission to eliminate any financial barriers that would hinder traditionally underserved communities.