

Buffalo Comedy Collective Code of Conduct

Buffalo Comedy Collective is committed to providing an environment that is free of discrimination, harassment, bullying, and other offensive behaviors. All Buffalo Comedy Collective performers, hereafter referred to as community members, are expected to support this commitment by treating everyone they interact with in a way that is consistent with the intent of this Code of Conduct. Respectful behaviors include being courteous, compassionate, and considerate of others, as well as working cooperatively, and maintaining confidentiality.

PROHIBITED BEHAVIORS

PROHIBITED DISCRIMINATION

Buffalo Comedy Collective and ComedySportz Worldwide prohibits discrimination or harassment of community members by any other community member, for reason including, but not limited to, a person's race, creed, color, religion, sex, age, body type, ancestry, national origin, disability, genetic information, sexual orientation, gender identity, marital status, and any other characteristic protected by law.

HARASSMENT

Harassment is defined as behaviors that create unpleasant or hostile situations due to uninvited and unwelcome verbal or physical conduct. Harassment and other offensive behaviors that impair morale, interfere with the quality of performance, or interfere with the learning experience of community members are expressly prohibited by this policy.

Examples of behaviors that *could potentially* be considered harassment include but are not limited to:

- Intimidation and/or sabotaging
- Physical assaults or threats
- Unwanted touching
- Pushing, shoving, or "manhandling"
- Slurs, epithets, or name-calling
- Offensive, insensitive, or otherwise derogatory remarks made to or about another community member
- Provoking offensive messages on social media sites or in person
- Stalking in any form
- Words or actions that make another community member the target of harassment
- Words or actions that put another community member's safety in danger
- Violating another community member's privacy (ex. Posting their personal information on social media without their permission; sharing private information and/or images without permission)
- Unwelcome sexual flirtations, advances, or propositions
- Interference with work performance
- Leering, staring, unwelcome touching or physical closeness
- Using company-provided electronic devices (including computers and cell phones) to view, display, or distribute pornography or other offensive content
- Sexual jokes and other offensive jokes told in person or through any electronic means
- Unwelcome sexual innuendo, language, or images sent or shown through texts, instant messages, email, other electronic device ("sexting"), or in person
- Ridicule, mockery, or insults told in person or through any electronic device
- Physically displaying or sending discriminatory, sexually suggestive, or other offensive objects or pictures, including photos, posters, calendars, graffiti, drawings and cartoons, or language, including jokes, through any medium; meaning electronically, in person, or in any other manner

JOKING & TEASING

Buffalo Comedy Collective understands that, in the environment of a comedy troupe, an attempt to prohibit friendly teasing is unrealistic. Community members must use common sense, empathy, and respect in an earnest effort to determine the comfort level of the people around them before engaging in behaviors that could potentially be considered harassment. Knowing this, every community member must also consider the intent of every other community member, as well as the context and environment in which they are present, when considering what qualifies as appropriate behavior. Please be advised that this note is not intended to dismiss potential harassment.

DE-ESCALATION

It is the responsibility of all community members to attempt to de-escalate arguments, altercations, and uncomfortable situations that constitute violations of this policy. For example, this may mean simply walking away from an argument or conversation, or otherwise separating oneself from another person who is encouraging, provoking, or attempting to provoke inappropriate behavior. It could also mean simply changing one's tone so as not to increase existing tensions. Please use the channels outlined below to report such behavior to Buffalo Comedy Collective to address problematic situations.

NO RETALIATION

Community members who report harassment, or the alleged offender, or those who assist in reporting or handling a complaint of harassment, will not be subject to retaliation, intimidation, or reprisals of any kind. Additionally, no one will be denied or given opportunities based on engaging in, going along with, or rejecting sexual advances or any other behavior prohibited by this policy. *Quid Pro Quo harassment is expressly prohibited.*

VIOLATIONS

REPORTING VIOLATIONS

If any community member believes a situation has occurred, or is ongoing, which violates this policy, Buffalo Comedy Collective advises the following to be taken, as soon as possible:

During the Incident:

- If you feel comfortable, inform the offending party that they should cease the behavior
- Get documentation (if available) - examples include screenshots and/or recordings
- Find a Buffalo Comedy Collective Staff member to address the situation

After the Incident:

- Report the offending behavior/incident to Buffalo Comedy Collective using the **HR Incident Report Form** accessible through the Player Green Room. Link to the HR Form is also integrated as a separate tab within the CSz Buffalo Scheduler and will be sent annually via email:
 - Form is visible to a limited audience - please use this exclusively for submission. Emails to Buffalo Comedy Collective have visibility to a larger audience.
 - Form has the option to be filled out anonymously
 - The more information that can be provided, the more quickly & efficiently Buffalo Comedy Collective can address the situation

If you feel you are in immediate danger, please call 911 or utilize local emergency services.

Social Media & Text Messaging: Buffalo Comedy Collective believes in open communication and community members are encouraged to share their passion for improv comedy. With that in mind, please be aware that reporting Code of Conduct violations through proper channels is intended to provide a process for hearing and investigating claims while operating under reliable and consistent HR practices. Therefore, be advised that posts made on social media, direct messages sent to Buffalo Comedy Collective staff via social media, and private text messages sent to management are neither an effective nor efficient means to open an official HR Incident Report. To assume that Buffalo Comedy Collective management will see and respond to a social media post(s)/message(s) that contain a claim would depend on an unreasonable expectation of personal social media usage by those members, as well as a number of factors largely outside of Buffalo Comedy Collective control or scope. It is incumbent on any community member desiring to make a claim to submit an HR Incident Report Form, which has been designed to protect the safety of our community.

RESULTING CONSEQUENCES

Buffalo Comedy Collective management understands outcomes may vary on a case-by-case basis, but the overall progression of consequences are as follows:

- *Warning* - Player(s) in violation will be warned and have a private discussion regarding the incident. Warning may result in subsequent training/coaching. Please note that serious transgressions may bypass this stage.
- *Write-Up* - Player(s) previously warned either continuing in similar problematic behavior or new violations will be written up in addition to having an additional private discussion regarding the incident. Players written up will face a suspension period and be ineligible for performance time at the discretion of management, but at minimum two (2) performances. Please note that serious transgressions may bypass this stage.
- *Expulsion* - Repeat offenders of violations or exhibition of problematic behaviors will be asked to leave the organization. Depending on infractions, performers may be ineligible to perform with Buffalo Comedy Collective in its entirety. Please note expulsion is possible for a first time violator if action is considered egregious by the reviewing board. For CSz Players removed from the roster, this adjusts their status to not be in good standing within CSz Worldwide.

Management Discretion: Please be advised that all association with Buffalo Comedy Collective, whether through a volunteering or paid perspective, is at the discretion of Buffalo Comedy Collective management. If, for any reason, management feels that an individual should no longer participate with the organization, they are at liberty to remove the individual as needed.