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## Kankakee Valley Theatre Association's Social Media Policy

### Overview

Social Media is defined as blogs, other types of self-published online journals, networking sites, virtual worlds, wikis, collaborative Web-based discussion forums, and other online applications including, but not limited to, Facebook, Google My Business, Instagram, LinkedIn, MySpace, Pinterest, Reddit, Snapchat, TikTok, Tumblr, Twitter, Viber, WhatsApp, and YouTube. Kankakee Valley Theatre Association (KVTA) recognizes the value of social media as a communication tool in which KVTA members and its volunteers can engage with each other and with existing and potential patrons, members, and staff. KVTA seeks to innovate and learn from its members and the other constituents of the software/technology industry, and to contribute to the development of the industry via the open exchange of ideas and dialogue. KVTA encourages its members and staff to utilize social media with this goal in mind.

Board members, staff, and members are reminded that, when participating in any form of social media in which they are readily identifiable by others, they are likely to be perceived as representatives of KVTA, even if they are engaging in the activity away from the organization and outside of production hours. Board members, staff, and members are further reminded that their words and actions are likely to be witnessed by current and potential patrons, members, other current, past, and future volunteers of KVTA, and by individuals employed by or acting on behalf of outside theatre companies or organizations including, but not limited to, our licensing and publishing companies. Accordingly, board members, staff, and members are encouraged to represent themselves in a manner consistent with how they wish to be perceived by patrons, members, staff, volunteers, and the social media world in general.

### General Rules and Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for KVTA rehearsal or production time, for personal use during non-rehearsal or non-production time, or outside the production but still within the current production season. These rules and guidelines apply to all Board Members, production staff, and general members.

- a. Board members, staff, and members are prohibited from discussing confidential, KVTA-related matters through the use of social media. Board members, staff, and members also have a duty to protect any and all home addresses and other personal information and the confidentiality of KVTA's trade secrets, marketing lists, patron account information, strategic business plans, patron and member lists, financial information, business contracts, and other proprietary and nonpublic organization information.
- b. Board members, staff, and members cannot use social media to harass, threaten, libel or slander, malign, defame or disparage, or discriminate against board members, staff, members patrons, potential patrons, licensing companies, publishing companies, vendors, or suppliers, any organizations or theatres associated or doing business with KVTA, or any members of the public, including Web site visitors who post comments.
- c. Board members, staff, and members are to respect intellectual property rights and refrain from the copying or use of any content that infringes the intellectual property rights of another, or is otherwise unlawful. Board members, staff, and members should assign proper credit for work or content that is not their own.
- d. In generating content and/or participating in public discussions, board members, staff, and members are encouraged to offer opinions and judgments only on topics with which they are familiar and can reasonably claim a moderate level of expertise. Board members, staff, and members are ultimately responsible for the content of and opinions expressed in their online postings.

### KVTA-Sponsored Social Media

KVTA-sponsored social media is used to convey information about KVTA productions and services; advise patrons about production updates; obtain feedback, exchange ideas or trade insights about industry trends; reach out to potential new markets; provide sales and marketing support to raise awareness of the KVTA brand; issue or respond to breaking news, or respond to negative publicity; brainstorm with staff and members; and discuss specific activities and events. All such KVTA-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

- a. Only board members, staff, and members designated and authorized by KVTA can prepare content for or delete, edit, or otherwise modify content on KVTA-sponsored social media.
- b. Board members, staff, and members cannot post any copyrighted information where written reprint permission is not obtained in advance.
- c. Designated board members, staff, and members are responsible for ensuring that the KVTA-sponsored social media posts conform to all applicable organization rules and guidelines. These individuals are authorized to remove immediately

and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates KVTA's aforementioned policies.

- d. Board members, staff, and members who want to post comments in response to content must identify themselves as a member of KVTA.

**Personal Use of Social Media**

The following rules and guidelines, in addition to the rules and guidelines set forth above, apply to board members, staff, and members use of social media on said individual's personal time.

- a. Board members, staff, and members who utilize social media are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of KVTA or of any person or organization affiliated or doing business with KVTA.
- b. Board members, staff, and members cannot use the KVTA logo or trademarks or the name, logo, or trademarks of any business partner, supplier, vendor, affiliate, or subsidiary on any personal blogs or other online sites unless their use is sponsored or otherwise sanctioned, approved, or maintained by KVTA.
- c. Board members, staff, and members cannot post KVTA copyrighted or confidential information or organization-issued documents bearing the KVTA name, trademark, or logo.
- d. Board members, staff, and members agree to refrain from posting photographs of KVTA events, other members or organization representatives engaged in KVTA business, or KVTA products, unless said individual(s) have received KVTA's explicit permission. All board members, staff, and members understand that any said postings may be subject to removal if said permission has not been obtained.
- e. Board members, staff, and members cannot advertise or sell KVTA products or services through social media unless said individual(s) have received KVTA's explicit permission.

**Social Media Policy Monitoring**

KVTA reserves the right to monitor board members, staff, and members' use of social media including, but not limited to, statements/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

Board members, staff, and members should have no expectation of privacy while using KVTA equipment and facilities for any purpose, including the use of social media. KVTA reserves the right to monitor, review, and block content that violates KVTA's aforementioned rules and guidelines.

**Social Media Policy Violations**

KVTA will investigate and respond to all reports of violations of KVTA's rules and guidelines. Board members, staff, and members are urged to report any violations of this policy to the KVTA Social Media Director and KVTA President. A violation of this policy may result in discipline up to and including termination of any individual from their position as a board member, staff member, or general member of KVTA.

**Acknowledgement and Signatures:**

I have read and fully understand the above Kankakee Valley Theatre Association Social Media Policy. I understand that by signing this document I am accepting and agreeing to abide by the above mentioned policy for the duration of the current Kankakee Valley Theatre Association season.

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Board Member/Staff Member/General Member Signature Date

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Board Member/Staff Member/General Member Printed Name Date

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KVTA President or KVTA Social Media Director Signature Date

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KVTA President or KVTA Social Media Director Printed Name Date

## Kankakee Valley Theatre Association Sexual Harassment Policy

Kankakee Valley Theatre Association is committed to providing a safe environment for all its volunteers, free from discrimination on any ground and from harassment including sexual harassment. Kankakee Valley Theatre Association will operate a zero tolerance policy for any form of sexual harassment, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from our organization.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

### Definition of Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

#### Physical conduct

Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching

Physical violence, including sexual assault

Physical contact, e.g. touching, pinching

The use of job-related threats or rewards to solicit sexual favors

#### Verbal conduct

Comments on a volunteer's appearance, age, private life, etc.

Sexual comments, stories and jokes

Sexual advances

Repeated and unwanted social invitations for dates or physical intimacy

Insults based on the sex of the worker

Condescending or paternalistic remarks

Sending sexually explicit messages (by phone or by email) Non-verbal conduct

Leering

Display of sexually explicit or suggestive material Sexually-suggestive gestures

Whistling

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. Kankakee Valley Theatre Association recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Kankakee Valley Theatre Association recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships, for example between Board Member or Director and Cast member.

Anyone, including volunteers of Kankakee Valley Theatre Association, cast members, patrons, staff, outside contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place within the KVTA Studios premises or outside, including at Lincoln Cultural Center, Kankakee High School, any rehearsal or event sponsored by Kankakee Valley Theatre Association.

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. Kankakee Valley Theatre Association recognizes that sexual harassment may occur in unequal relationships and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members (Production Coordinator or Director etc.) responsible for receiving complaints of sexual harassment.

### Organization Involvement

When a designated person receives a complaint of sexual harassment, he/she will:

immediately record the dates, times and facts of the incident(s) ascertain the views of the victim as to what outcome he/she wants ensure that the victim understands the organization's procedures for dealing with the complaint discuss and agree the next steps: either informal complaint or police involvement, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing police involvement if he/she is not satisfied with the outcome, keep a confidential record of all discussions respect the choice of the victim ensure that the victim knows that they can lodge the complaint outside of the company through the relevant country/legal framework.

With an informal complaint we will facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the organization to resolve the matter, we ensure that a confidential record is kept of what happens. We will follow up after to ensure that the behavior has stopped.

The person carrying out the investigation will:

Interview the victim and the alleged harasser separately

Interview other relevant third parties separately

Decide whether or not the incident(s) of sexual harassment took place

Produce a report detailing the investigations, findings and any recommendations

If the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim

Follow up to ensure that the recommendations are implemented, that the behavior has stopped and that the victim is satisfied with the outcome

If it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper behavior within the organization

Keep a record of all actions taken

Ensure that the all records concerning the matter are kept confidential

Ensure that the process is done as quickly as possible

**Sanctions and Disciplinary Measures**

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

Verbal warning

Reduction in stipend

Told to step down

Dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

**Implementation of this Policy**

Kankakee Valley Theatre Association will ensure that this policy is widely disseminated to all relevant persons. All new staff members must read and sign this document to be part of the production team.

**Monitoring and Evaluation**

Kankakee Valley Theatre Association recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective.

Board members, Production Coordinators and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, the organization will evaluate the effectiveness of this policy and make any changes needed.

**Acknowledgement and Signatures:**

I have read and fully understand the above Kankakee Valley Theatre Association Sexual Harassment Policy. I understand that by signing this document I am accepting and agreeing to abide by the above mentioned policy for the duration of the current Kankakee Valley Theatre Association season.

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Board Member/Staff Member/General Member Signature

Date

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Board Member/Staff Member/General Member Printed Name

Date

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KVTA President or KVTA Production Coordinator Signature

Date

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KVTA President or KVTA Production Coordinator Printed Name

Date