



# Anti-Discrimination and Harassment Reporting Process

At 59E59 Theaters we have implemented the following 'Flag' policy as a method to interrupt problematic behavior in the moment, whenever possible. In the workplace, including but not limited to, the rehearsal room, office, and theater spaces- we use a system of calling out Yellow, Orange, or Red FLAGS to address and de-escalate negative inappropriate comments or physical actions in real-time.

Anyone in the room (bystanders included) may call a "Flag." It does not have to come from the person who is the focus of the potentially harmful remark or behavior.

If an experience ever feels larger than a "Red Flag" moment, or if calling the Flag does not cease the behavior, please know that concerns about harassment, safety, or a hostile environment should be reported through the same channels outlined in our harassment policy.

Definition of the flags:



## Yellow Flag

Conversation or behavior veering into inappropriate territory and should be interrupted and re-directed.



## Orange

Conversation or behavior is inappropriate and must stop for possible discussion.



## Red

Conversation or behavior must cease immediately. Discussion is mandatory.

## Frequently Asked Questions around Flag Calling:

**Q: Sometimes, I didn't know something upset me until later on. Can I bring it up the next day?**

**A:** Yes. If you felt uncomfortable and didn't say anything, please discuss it with the person directly, if that feels ok. If not, bring it to whomever you're comfortable with at the leadership level in your group, such as your Stage Manager, Director, or Producer, or one of the following members of the 59E59 staff:

Brian Beirne,  
Managing Director,  
bb@59e59.org

Val Day,  
Artistic Director,  
val@59e59.org

**Q: What if the incident is too stressful or triggering for direct intervention.**

**A:** In these instances, we encourage you to use the reporting process for your company; Stage Manager, Director, Producer; or, contact one of the 59E59 staff members listed above.

**Q: What if I don't want to make other people in the room uncomfortable?**

**A:** If you feel the need to call a flag, someone else is probably already uncomfortable. Acknowledging and improving the situation and moving forward is the best course of action. New things are uncomfortable, but discomfort is not only ok, it is necessary. It may be tempting to jokingly call a Flag when first practicing this method. Try to avoid apologizing (with humor) here, as it deflates both the power and interferes with the practice of calm, immediate, corrective actions.

## Example:

Robin is trying too hard to be funny and makes a thoughtless remark.

Alex says, "Yellow Flag"

This cues Robin to pause, reflect and accept their remark as potentially harmful.

Robin says, "I hear you" to indicate acknowledgment and responsibility.

Then, it's up to the Flag-Caller (Alex) to decide if this moment requires a conversation. If so, discuss it with the group or in private, as appropriate.

Or perhaps Alex says, "It's ok; let's move on."

Most importantly, the decision to move on (or not) must come from the Flag-Caller (Alex).