



**FOUNDER**  
**Bruce Wood®**  
(1960–2014)

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**Gayle Halperin**

**Joy Bollinger**  
*Artistic Director*

**Elizabeth Van Vleck**  
*Associate Executive Director*

**Kimi Nikaidoh**  
*Artistic Advisor*

**Larry Lane**  
*Associate Producer*

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organization. Contributions  
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## Bruce Wood Dance Dallas Safe Workplace Policy

### PURPOSE

**Bruce Wood Dance Dallas** has a long-standing philosophy of taking pride in its practices to ensure the safety, health, and well-being of all its employees, contractors, volunteers, vendors, and stakeholders alike. This policy serves to outline the company's commitment to this philosophy and to provide guidance to all employees on the standards to which the company expects its employees to adhere.

### GENERAL SAFETY RULES

Bruce Wood Dance Dallas employees perform a wide range of functions in various capacities. Although some safety rules apply only to specific positions, all employees are expected to comply with the rules in this procedure:

- Use common sense in performing duties;
- Report any work injury or illness to the Executive or Artistic Director;
- Report unsafe conditions to Executive or Artistic Director;
- Do not use any equipment, vehicles, or materials when overly tired, nauseated, feverish, or under the influence of any substance that may affect judgment;
- Keep the work area neat and tidy;
- Use mechanical devices or request assistance in lifting heavy loads;
- Wear seat belts when operating any company or rented vehicle or driving a personal vehicle while on company business;
- Be sure that aisles or exits are kept clear; do not allow cords to interfere with walkways;
- Keep paper clips, tacks, pins, and other objects off the floors;
- Properly store all sharp objects when not in use;
- Open and close doors cautiously and use extra caution at blind hallway intersections;
- Open only one file cabinet drawer at a time to avoid cabinet tipping. Cabinets should also be loaded from bottom to top and emptied in the reverse order;
- Report or clean up all spills immediately;
- Use stepstools, platforms, or ladders for climbing. Never use chairs. Ask for a spotter when using ladders more than five feet high; and
- Report or replace frayed electrical cords.

### IMPROPER HEALTH AND SAFETY PRACTICES

All employees are expected to abide by safe work practices and adhere to general safety rules to ensure their safety as well as the safety of co-workers. Infractions of company health and safety practices will be dealt with in accordance with the company's policies on discipline and will be based on the following factors:

- Severity of the infraction;
- Whether the infraction endangered only the employee or also co-workers; and
- Whether the infraction was a first or repeat violation.

### EMERGENCY MANAGEMENT

Emergency management refers to our plan to deal with sudden catastrophes like fire, tornadoes, floods, or explosions. Our emergency management provisions include:

- Functional smoke alarms and sprinklers that are regularly inspected;
- Technicians (external or internal) available to repair leakages, damages and blackouts quickly;
- Fire extinguishers and other fire protection equipment that are easily accessible;
- An evacuation plan posted on each floor and online; and
- Fire escapes and safety exits that are clearly indicated.

### ARMED INTRUDER/ACTIVE SHOOTER

If this extremely dangerous situation develops or appears to be developing, **take action immediately:**

- **Do not confront or attempt to reason with the individual;**
- **Call** the Executive Director and announce "THREAT INSIDE LOCKDOWN LOCATION (for example)." Repeat this several times, giving the location of the intruder, if known. "Threat Inside Lockdown" means that there is already someone in the building attempting to cause harm. DO NOT lock exterior doors as this will impede law enforcement when they arrive on the scene;
- **Run** if a safe passage is available, leave the area immediately to a pre-designated location well away from the building, assisting any others, if possible. Dial 911 as soon as possible. Be prepared to give as many details of the situation as you can to the dispatcher, such as how many perpetrators, location of the person(s) and their description, types of weapons being used, any hostages/casualties, etc.;
- **Hide** if you are unable to safely leave the building, attempt to seek shelter in a nearby room that is capable of being locked from the inside, assisting others if possible. If the door does not have a lock, attempt to barricade the door with furniture, etc., and remain very quiet. Shut off TVs and radios and set cell phones on vibrate/muted. TRY NOT TO hide under a desk or anywhere else that may impede your ability to move about or escape if necessary, unless there is nowhere else to go;

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# Bruce Wood Dance Dallas Safe Workplace Policy

## ARMED INTRUDER/ACTIVE SHOOTER, continued

- Remain quiet and hidden, until authorities give an “ALL CLEAR;”
- **Fight** If none of the above options are available to you, and you are directly faced with the shooter/intruder, as a last resort, **FIGHT BACK!** Chairs, coffee cups, staplers, cellphones, pictures, chairs, etc. can be used as weapons to “take out” the shooter/intruder and defend yourself.

## ABUSIVE PATRON, WALK-IN, VENDOR, VOLUNTEER, OR OTHER INDIVIDUAL

If confronted with an angry or threatening individual whether a person off the street, a patron, vendor, or volunteer, do not engage directly. If in a public area, seek assistance from others nearby to alert senior staff or call 911. If in the office area, seek help from fellow staff members or call 911. Keep pepper spray on hand for emergency situations and do not hesitate to use it if you fear bodily harm. Then, yell for help and call 911. If a patron or other individual accosts you during a performance, do not engage. Back away and signal senior staff nearby to assist in managing the situation. If you are struck, pushed, spit at, or otherwise physically attacked, it will be considered assault and the perpetrator is subject to arrest and prosecution. Any individual perpetrating assault on an employee, intern, patron, visitor, tenant, or volunteer will be banned from the premises permanently, and if necessary, a restraining order will be obtained to deter the person from returning.

## EMERGENCY EVACUATION PLANS AND RE-ENTRY

In any emergency, employees should follow alarms or other alerts to evacuate the building or area near the premises. Employees should always follow the basic evacuation procedures and remember that personal safety is paramount and takes precedence. Employees should do the following:

- Check the work area for anything needing to be secured and store it quickly;
- Secure locks on all secured containers and cabinets; and
- Leave the work area, and report to the designated assembly area.

The Executive or Artistic Director will coordinate with fire, police, or other emergency preparedness personnel to determine when the building may be re-entered. This information will then be passed through safety committee member.

## ON-THE-JOB INJURIES AND ILLNESSES

Any job-related injury or illness, regardless of severity, must be reported immediately to the Executive or Artistic Director for prompt and trained evaluation and medical attention as necessary. The Artistic Director will complete an initial safety incident report.

## Medical Emergencies: Heart Attacks, Loss of Blood, and Other Injuries:

- If an employee becomes aware of someone in physical distress, they should immediately call 911;
- If trained to provide first aid, they should do so while calling for help;
- If not trained in first aid, they should stay with the injured party and call for help; and
- Do not disclose the individual's protected health information.

## CONFIDENTIALITY AND DATA PROTECTION

We want to ensure that private information about clients, employees, partners and our company is well-protected. Examples of confidential information are:

- Employee records;
- Unpublished financial information;
- Data of customers/patrons/partners/vendors;
- Patron and donor lists (existing and prospective); and
- Unpublished goals, forecasts, and initiatives marked as confidential.

As part of our hiring process, we may ask you to sign non-compete and non-disclosure agreements (NDAs.) We are also committed to:

- Restrict and monitor access to sensitive data;
- Develop transparent data collection procedures;
- Build secure networks to protect online data from cyberattacks; and
- Establish data protection practices (e.g. secure locks, data encryption, frequent backups, access authorization).

We also expect you to act responsibly when handling confidential information.

### You must:

- Lock or secure confidential information at all times;
- Shred confidential documents when they're no longer needed;
- Make sure you view confidential information on secure devices only;
- Only disclose information to other employees when it is necessary and authorized; and
- Keep confidential documents inside our company's premises unless it is absolutely necessary to move them.

### You must not:

- Use confidential information for your personal benefit or profit;
- Disclose confidential information to anyone outside of our company; and
- Replicate confidential documents and files and store them on insecure devices.

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# Bruce Wood Dance Dallas Safe Workplace Policy

## CONFIDENTIALITY AND DATA PROTECTION, continued

This policy is important for our company's legality and reputation. We will terminate any employee who breaches our confidentiality guidelines for personal profit. We may also discipline any unintentional breach of this policy depending on its frequency and seriousness. We will terminate employees who repeatedly disregard this policy, even when they do so unintentionally.

## HARASSMENT AND VIOLENCE

To build a happy and productive workplace, we need everyone to treat others well and help them feel safe. Each of us should do our part to prevent harassment and workplace violence.

## WORKPLACE HARASSMENT

Harassment is a broad term and may include seemingly harmless actions, like gossip. The following are some instances that we consider harassment:

- Sabotaging someone's work on purpose;
- Engaging in frequent or unwanted advances of any nature;
- Commenting derogatorily on a person's ethnic heritage or religious beliefs;
- Starting or spreading rumors about a person's personal life; and
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job against their will.

**THE OUCH AND OOPS SYSTEM** This is one way to handle negative comments or actions in real time. We recommend a system of "Ouch" and "Oops." For instance:

Speaker A is trying too hard to be funny and makes a thoughtless remark. Speaker B says "Ouch!" This cues Speaker A to realize that the funny remark was potentially hurtful. Speaker A says "Oops" to indicate regret and recognition. Then there's a Pause. It is up to the "Ouch-Caller" whether this moment requires conversation, or he/she can suggest moving on. The decision to move on must come from the "Ouch-Caller." Please note that anyone in the room can call "Ouch." It does not have to come from the person who is the focus of the potentially hurtful remark.

## SEXUAL HARASSMENT

According to the U.S. Equal Employment Opportunity Commission (EEOC), sexual harassment is described as follows:

It is unlawful to harass a person (an applicant or employee) because of that person's sex [sic]. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex [sic]. For example, it is illegal to harass a woman by making offensive comments about women in general.

Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex [sic].

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

**Harassment in a broader sense also includes, but is not limited to:**

- Inappropriate or insulting remarks, gestures, jokes, or innuendoes or taunting about a person's gender, gender identity, sexual identity, racial or ethnic background, color, place of birth, citizenship, ancestry, creed, or ability;
- Persistent unwanted questions or comments about a participant's private life outside the boundaries of consent; and
- Posting or displaying materials, articles, graffiti, and so on, which may cause humiliation, offense, or embarrassment on prohibited grounds that are outside the parameters of the production. A production about pornography, violence, or racism may involve such images in the rehearsal space or in a dramaturgy packet, but such images are not appropriate for open display in office spaces, bathrooms, or other similar spaces.

**If you are being harassed, whether by a colleague, customer, or vendor, you can choose to talk to any of these people:**

- **Offenders** If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly to resolve the harassment. This tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues). Avoid using this approach with customers or stakeholders.
- **Executive Director** If customers, stakeholders, or team members are involved in your claim, you may reach out to the Executive Director who will assess your situation. Feel free to reach out to the Executive Director in any case of harassment no matter how minor it may seem. For your safety, make contact as soon as possible in cases of serious harassment (e.g. sexual advances) or if your supervisor or superior is involved in your claim. Anything you disclose will remain confidential.

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# Bruce Wood Dance Dallas Safe Workplace Policy

## HARASSMENT AND VIOLENCE, continued

- **Workplace Violence** This is a serious form of harassment. It includes physical and sexual assault, destruction of property, threats to harm a person or property and verbal and psychological abuse. We want to avoid those incidents altogether, but we also want to be ready to respond if needed. For this reason, we ask you to:
  - Report to the Executive Director if you suspect or know that someone is being violent. Your report will be confidential, and we will investigate the situation with discretion;
  - Call emergency services if you witness incidents of severe physical violence (e.g. ones that involve a lethal weapon.) For your safety, avoid getting involved. We will treat employees who verbally threaten others as high risk and they will receive an appropriate penalty. If the Executive or Artistic Director finds that an employee commits an act of violence, we will terminate that employee and consider pursuing criminal charges. Employees who damage property deliberately will be solely responsible for paying for it.

## SUPPORTING VICTIMS

To support victims of workplace violence, we may:

- Cover relevant medical bills;
- Pay for mental health treatment if needed; and
- Provide victims with our lawyer's services to help them file lawsuits.

Our workplace is founded on mutual respect and we won't allow anyone to compromise this foundation.

## SMOKING

The Bruce Wood Dance Dallas studio is a smoke-free workplace. You can smoke in designated smoking areas outside of the building. Any other area in our workplace (like restrooms, lobby, offices, staircases, etc.) is strictly smoke-free to protect non-smokers. We also advise you to:

- Extinguish your cigarettes and discard them in outdoor ashtrays or cigarette urns;
- Avoid smoking when you have scheduled meetings with clients or vendors;
- Avoid smoking near flammable objects and areas; and
- Setting off fire alarms and causing fires by smoking are serious offenses. If you are found responsible, you may face disciplinary action up to and including termination.

## DRUG-FREE WORKPLACE

The Bruce Wood Dance Dallas studio is a drug-free workplace. Whether you are an employee, contractor, or visitor, you must not bring, use, give away, or sell any drugs on the premises. If you are caught with illegal drugs or show that you are under the influence of substances, you will face disciplinary action up to and including termination.

## ALCOHOL

We prohibit employees from consuming alcohol during working hours, but we permit consumption of alcoholic drinks in moderation at company events.

## PRESCRIPTION DRUGS

If you feel that a prescription drug (e.g. an anxiety medication) unexpectedly affects your senses, thinking or movement, ask for the rest of your day off. If we suspect substance abuse, you may face disciplinary action. We expect employees who hold safety-sensitive jobs (e.g. machine operators or drivers) to be fully alert and capable of performing their duties at all times. We may terminate you if we conclude your prescription drug use creates severe safety risks. If you need to use prescription drugs for a limited time and you think they may impair your abilities, use your PTO or sick leave. If your job includes secondary tasks that are safety-sensitive and your prescribed drugs affect your ability to perform these tasks, we can make reasonable accommodations to ensure your safety and the safety of your colleagues.

## DEALING WITH ADDICTION

Being sober is a prerequisite to thriving at our company and we want to help you as much as possible. Please contact the Executive Director as soon as possible. We won't tolerate substance addiction that results in violent, offensive, or inappropriate behavior.