



# WHAT TO DO IF YOU EXPERIENCE HARASSMENT AT WORK

Everyone should be able to go to their job without being afraid that they will be sexually harassed or bullied. That isn't an unreasonable expectation, and sexual harassment or bullying may be illegal or violate the contract.

Harassment in the workplace is not just a theatre problem – it is a problem across our society. What makes theatre different, of course, is that the very nature of our work requires much more emotional and physical intimacy than workers in other fields. Perhaps for that reason, a number of myths about harassment have developed over the years.

Here's the reality: Harassment can take many forms. It is always wrong and it is never justified.

If you experience something in the workplace that makes you uncomfortable or that you think might be harassment, whether you are the target or a bystander, always remember **The Three R's: Respond, Record and Report.**

**Respond:** If you are comfortable doing so, tell the harasser their behavior is unacceptable.

**Record:** Keep a written record of where, when and what was said.

**Report:** Call your Equity business rep. If you don't know who your business rep is, you can find a directory in the member portal, or ask your deputy.

Equity takes harassment very seriously. That's one reason why Council passed a resolution reaffirming our

## VISIT

**ACTORSEQUITY.ORG/SAFETY**  
**OR CALL 833-550-0030 TO**  
**MAKE A REPORT TO OUR**  
**HARASSMENT HOTLINE.**

*The Actors' Equity hotline is operated in partnership with Lighthouse Services, Inc.*

commitment to pursue harassment claims under our collective bargaining agreements in March of 2016.

There is another resource available to you if feel you may have been a victim of harassment. The Actors Fund has been our partner in training business reps on how to respond when members have questions about harassment. They also offer Equity members a free, safe and private place to receive advice and support regarding harassment and other workplace issues. If you don't reside near one of the Fund's office locations, call the Fund's toll-free number (800-221-7303) and someone will provide counsel over the phone or assist you in finding a counselor in your community.

## WHO TO CALL

**WESTERN REGION OFFICE - 323-978-8080**  
**CENTRAL REGION OFFICE - 312-641-0393**  
**EASTERN REGION OFFICE - 212-869-8530**

If you believe you have experienced or witnessed workplace harassment or discrimination, you should contact your business rep immediately.  
All calls are confidential to the greatest extent possible.

## THE ROLE OF THE EMPLOYER

- Provide a workplace free from unlawful harassment.
- Provide a copy of the harassment policy on your first day of employment
- Make the harassment policy readily available throughout your employment
- Follow the policy on harassment when complaints are made

## THE ROLE OF THE UNION

- The primary role of the union is to hold the employer to their legal obligation to provide a workplace free from unlawful harassment.
- Have private (to the extent possible) conversations to help you navigate your options
- Help you navigate the harassment policy
- Take action if employers don't have harassment policies or fail to conduct full and fair harassment investigations
- Protect you from potential retaliation or reprisals
- It is not the stage manager's job to respond directly to a harasser in any way.