



Friends of Greenfield Dance, Inc Behavior Policy & Resources

FGD Behavior Policy

Friends of Greenfield Dance (FGD) strives to create a sense of community and well-being amongst all the attendees of our events. We hope our attendees will have fun, be safe, and feel welcomed. With this in mind, we have adopted a behavior policy that expresses these values.

In order to achieve these values, we ask that all attendees treat each other and the organizers with respect, kindness, dignity, and humanity. We ask that all attendees engage with these policies and the FGD Board in good faith to the best of their abilities.

A member of the FGD Board will call 911 in the case of physical or sexual violence, or if they believe someone poses an immediate danger to themselves or others. In such cases, an offender may be told to leave immediately and never return to an FGD event.

SPECIFIC POLICIES:

Emotional or Physical Harassment and Abuse:

Violence, harassment and bullying of any kind will not be tolerated at FGD events. Harassment is defined as any unwelcome conduct that unreasonably interferes with an individual's ability to attend or enjoy a FGD event by creating an intimidating, threatening, unsafe, hostile, or abusive environment. Policy violations include, but are not limited to:

- Offensive comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, or age;
- deliberate intimidation;

- stalking;
- sustained disruption of events;
- unwanted physical contact;
- unwanted sexual attention;
- intentionally disrespecting pronouns or misgendering someone; or
- being an adult and initiating or pursuing romantic or sexual relationships with anyone underage at FGD events.

This includes unwanted physical, verbal, or written contact (letters, phone calls, texts, e-mails, social media contact, or other electronic content or contact) that is directed from any attendee to another attendee. This could also include behavior that is performed by an attendee and directed at an individual or individuals outside of the event.

Inappropriate behavior outside FGD events:

FGD reserves the right to ban a person from FGD events in the case that their behavior outside of FGD events is determined to be in violation of this behavior policy or determined to create an unsafe physical or psychological environment within FGD events. If we have reasonable cause to believe that a FGD attendee is harassing someone outside of FGD events, we reserve the right to ban the harasser from FGD events. This includes attendees who have been banned from other dances and events.

If FGD bans a person from FGD events for behavior that has happened outside a dance, they will still be given clear and direct communication about why they have been banned.

Stealing or malicious destruction of property:

This will not be tolerated at any FGD event and may result in dismissal from the event and banning from future events without refund of admission fees.

Firearms and other dangerous weapons:

FGD strictly prohibits the use of firearms or other dangerous weapons at any FGD event. The use of any such weapon at an FGD event shall be grounds for dismissal from the current event and banning from future events without refund of admission fees.

Alcohol, tobacco, illegal substances and unprescribed prescription drugs:

FGD does not allow the use of alcohol or tobacco at events. Additionally, we do not allow the possession or use of illegal substances and unprescribed prescription drugs at FGD events.

Filming and photographing:

FGD events are public events and participants and organizers routinely take photos and videos, often posting the media online. If it is important to you to be left out of photographs and videos, please let a FGD Board member know.

PROCEDURES:

Designated FGD board members, when made aware of allegations of inappropriate dancer behavior, will determine if the circumstances warrant further action. Instances of confirmed inappropriate behavior may incur a ban from FGD events and membership. Violations of FGD policies that are brought to the attention of FGD board members shall be addressed according to the following procedures.

When instances of alleged inappropriate behavior come to the attention of FGD, either by a complaint from a community member or comments/observations by others attending a FGD event, FGD shall follow the following procedures:

1. **Investigation:** All complaints shall be investigated in the following manner:
 - a. **Interviewing complainant:** All complaints of harassment will be taken seriously and reviewed by the Dance Managers or Board Members at the event at which the complaint was made or as soon as possible following the complaint. Two representatives of FGD present at the event where the alleged incident occurred will speak to the complainant(s). They will
 - i. record the circumstances and nature of the presumed inappropriate behavior (see #5);
 - ii. collect contact information from the complainant(s), including full names, phone numbers, email, and postal addresses;
 - iii. explain the "Policy on Dealing with Complaints of Inappropriate Behavior" and give the complainant(s) a copy of the policy, along with a copy of "FGD Courtesy and Etiquette Guidelines", if appropriate;
 - iv. provide someone (not necessarily a FGD representative) to remain with the complainant(s) if requested;
 - v. to the best of their ability, keep the name of the complainant and details of their circumstances, if appropriate, confidential.
 - b. **Interviewing accused:** Representatives of FGD present at the event where the alleged incident occurred will speak to the accused individual. Anyone present at the interview at the request of the accused individual may be there as a witness to this conversation, and will be expected to maintain confidentiality. The board will:
 - i. have available a card containing suggested wording for use in approaching the accused person and an outline of the procedures detailed here;

- ii. record the circumstances and nature of the presumed inappropriate behavior (see #5);
- iii. Collect as much as possible of the individual's contact information, including full name, phone numbers, email, and postal addresses; and
- iv. explain the "Policy on Dealing with Complaints of Inappropriate Behavior" and give the individual a copy of the policy, along with a copy of "FGD Courtesy and Etiquette Guidelines", if appropriate.

If the accused person simply leaves when approached, FGD representatives will:

- v. document the circumstances, including a description of the individual;
- vi. remain alert in the future should the accused person return.

- c. **Recording interviews:** The representatives of FGD who reviewed the incident will make a detailed written record of the conversations with the complainant(s) and with the accused individual(s). The official board records of conversations will be preserved in a record. Any physical notes from the actual conversation should be attached to the incident record. The incident record will also contain any other written statements that may have been provided by the complainant(s), any witnesses, or the accused individual(s), and a copy of any written warnings issued. These written records are confidential. Providing the written records to others than FGD board representatives will be a violation of board responsibilities.
 - d. **Further investigation:** If it is necessary for FGD to conduct an investigation of an incident, the investigating board representative(s) may prohibit the accused individual from attending events, for a period of time to be determined by the board while the investigation is conducted. Such a prohibition may be initiated on the first accusation or on any subsequent accusation. The investigating board representative(s) of FGD will notify the accused of the investigation and of the prohibition on attendance during the investigation.
2. **Decision Making:** Once the investigation is complete, FGD shall issue a determination in the following manner:
- a. **If no inappropriate behavior:** If it is clear to the representatives of FGD that there has not been an instance of inappropriate behavior, then the matter is ended (though a record of the incident will be preserved, as described in #5 below). The person(s) raising the complaint will be notified of the decision and told the reason(s) for the decision.
 - b. **In case of inappropriate behavior:** If it is clear to the representatives of FGD that there has been an instance of inappropriate behavior, then, depending on the severity of the incident, the individual will either:
 - i. receive a verbal or written warning that future instances of inappropriate behavior may result in being banned from events hosted by FGD, either for a specific period of time or permanently; or
 - ii. be immediately banned from events hosted by FGD, either for a specific period of time or permanently. These warnings shall be issued by the

FGD Board. A record of such decisions will be preserved, as described in #5 below.

- c. **Appeals:** If an individual is banned from events sponsored by FGD, either for a specific period of time or permanently, the individual has the right to appeal the decision to the FGD board. There is no right of appeal during an active investigation.
3. **Follow up:** Following a determination, FGD shall take care to enforce warnings and ensure ongoing safety in the following manner:
- a. **Communication of incident:** The board members involved in the incident will inform the entire FGD board within 24 hours in person or by email that a complaint of inappropriate behavior has been raised. The abovementioned email will be a request for all FGD board representatives to respond by phone. Information shared in the follow-up phone call may include whether those hearing the complaint found the behavior inappropriate and, if so, whether a warning was issued.

Under no circumstances will the details of the incident be shared electronically via email, nor will there be circulation of electronic copies of written records from the interview process. Similar restrictions on electronic communication apply to records of repeat offenses and decisions regarding banning from dances. The FGD board shall then notify dance managers and any other FGD leaders who will be involved in enforcing warnings or monitoring behavior.

- b. **Behavior monitoring:** FGD will routinely monitor the behavior of dancers who have violated this behavior policy or are suspected of violating this behavior policy.
 - c. **Repeat offenders:** If the first incident of inappropriate behavior did not result in a ban, and a second instance of inappropriate behavior by the same individual occurs, the procedures described in 1-6 should again be followed. In addition, if the second instance of inappropriate behavior did not result in a ban, the accused individual will be sent a written warning that another instance of inappropriate behavior may result in being banned from events sponsored by FGD, either for a specific period of time or permanently.
 - d. **Contingencies for return:** If an individual is banned from FGD events for a specific period of time, FGD may make the individual's return to events contingent upon: A) the understanding that the individual may be permanently banned from FGD events if they engage in further inappropriate behavior; B) additional dance training to help the accused individual better understand and apply appropriate behavior on or off the dance floor; C) the cessation of specific activities that are in violation of this behavior policy.
4. **Archives and information sharing:** FGD will share information in the following ways:
- a. **Archives:** FGD shall keep written records, which are made accessible to FGD board representatives and, under certain circumstances, FGD Dance Managers

or other FGD community members. Information is shared with the express intent to ensure safety at events hosted by FGD and enforce warnings. All FGD leaders with whom information is shared shall always be reminded to keep information confidential.

- b. **Confidentiality:** FGD will take reasonable care to ensure the confidentiality of all conversations and records; however, due to the involvement of many people and the need to have some conversations at open dances, FGD cannot guarantee complete confidentiality.
 - c. **Information sharing:** FGD will routinely share information about warnings issued and actions taken with FGD leaders and, under certain circumstances, with other organizations and community leaders. Information is shared with the express intent to ensure safety within FGD and the broader folk dance community. Individuals with whom information is shared shall always be reminded to keep information confidential.
 - d. **Archives and changes in board membership:** All written records will be retained and accessible to future FGD board representatives. In the event that FGD no longer exists and there is no successor organization, all records will be destroyed by the FGD board President.
5. **Severability:** If for any reason any portion of this document is no longer applicable, the rest of the policy is not affected.

Friends of Greenfield Dance Event: Dance Behavior Initial Warning

Date _____

Name _____

As a result of a credible report of inappropriate behavior, we are issuing this warning. We have met with you and explained the circumstances of the complaint. We have provided you with copies of our policies and hints regarding dance etiquette.

Future instances of such behavior may result in your being banned from future dances, either for a specified period (with or without further contingencies) or permanently.

Signed/acknowledged by:

For FGD: Copy sent by certified mail on: _____ FGD Initial: _____

Friends of Greenfield Dance Event: Dance Behavior Second Warning

Date _____

Name _____

As a result of a credible report of a second instance of inappropriate behavior, we are issuing this formal warning. We have met with you and explained the circumstances of both complaints. We have provided you with copies of our policies and hints regarding dance etiquette. Future instances of such behavior will likely result in your being banned from future dances, either for a specified period (with or without further contingencies) or permanently.

Signed/acknowledged by:

For FGD: Copy sent by certified mail on: _____ FGD Initial: _____

Friends of Greenfield Dance Event: Dance Behavior Notification of Banning from FGD Events

Date _____

Name _____

As a result of credible reports of inappropriate behavior for which you have received warnings on _____ and _____, we are writing to inform you that you may not attend any FGD events for a period of:

The following contingencies apply to your being allowed to return to the FGD community:

Signed/acknowledged by:

For FGD: Copy sent by certified mail on: _____ FGD Initial: _____

Friends of Greenfield Dance Event: Behavior Policy Interview Outline

INITIAL INTERVIEW WITH COMPLAINANT(S)

- Record names of FGD board members or representatives present
- Record date and time of interview
- Record name(s) of complainant(s)
- Collect contact information for complainant(s)
- Record time and date of incident
- Record description of the event
- Explain Policy and procedures
- Give complainant(s) copies of Policy and Hints
- Offer to locate another person to stay with complainant

INTERVIEW WITH ACCUSED

- Record names of FGD board members or representatives present
- Record date and time of interview
- Record name of accused
- Collect contact information for accused
- If requested, record name and contact information for witness; explain confidentiality
- Describe nature of complaint
- Record reaction of accused
- Explain Policy and procedures
- Give accused copies of Policy and Hints
- Discuss relevant portions of Hints
- Determine further steps based on circumstances:
 - issue initial verbal or written warning if behavior determined inappropriate
 - give written second warning in person and via certified mail
 - inform the accused that further investigation is needed

FOLLOW UP

- Convey result of accused interview to complainant
- Email all FGD board members to notify them that incident occurred
- Provide further information to FGD board members via phone
- Conduct any needed additional investigation
- Make sure official record is complete; destroy any informal notes as outlined in policy

We trust you'll enjoy your time with us, and hope that you'll feel comfortable returning to FGD events again and again.

If you have an unpleasant experience for any reason, please tell an organizer or FGD Board Member before you leave.

After a dance, you may write to: info@friendsofgreenfielddance.org

Respectfully, The Friends of Greenfield Dance, Inc Board

Liz Nelson

Raine Kane

Kristen Falk

Kate Kelliher

Monya Relles

Debbie Arch

Suzanne Patnaude

Resources

Portland Intown Contra Dance Behavior Policy

<https://static1.squarespace.com/static/56fd74b4f8baf36325fc0a8b/t/5bb4f5fe0852290ffa51c192/1538586112096/PICD+Behavior+Policy+v2+Updated+10.01.2018.pdf>

Friends Of Greenfield Dance Courtesy and Etiquette Guidelines

<http://www.friendsofgreenfielddance.org/resources/safe-dancing-etiquette/>

CDSS Community Culture and Safety Toolkit

<https://cdss.org/resources/audience/organizers/cdss-community-culture-safety-toolkit/>