



The Comedy Studio and Variety: Conduct

The Comedy Studio/Variety is a home that welcomes, encourages, and supports an active creative community to pursue and develop excellence in the comedic arts.

The Comedy Studio/Variety is committed to creating an environment that promotes respect, responsibility, integrity, creativity, and value for all our staff, guests, performers, and other stakeholders. We all share in the responsibility of maintaining the quality of this creative environment.

This document outlines the values with which we engage our staff, performers, and guests, and expect to be upheld by any member of the community that wishes to share and enjoy the inclusive environment that The Comedy Studio/Variety is committed to maintaining.

Any questions can be directed to owner, Kirsten Sims; General Manager: Operations, Sasha Go; or General Manager, Ándrea Pentabona. Further information regarding The Comedy Studio/Variety's values and policies is available upon request.

By choosing to engage with The Comedy Studio and Variety, you agree to uphold these values.

Equal Employment Opportunity Statement

The Comedy Studio/Variety is committed to the principles of equal opportunity and compliance with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain an environment that is free of harassment, discrimination, or retaliation.

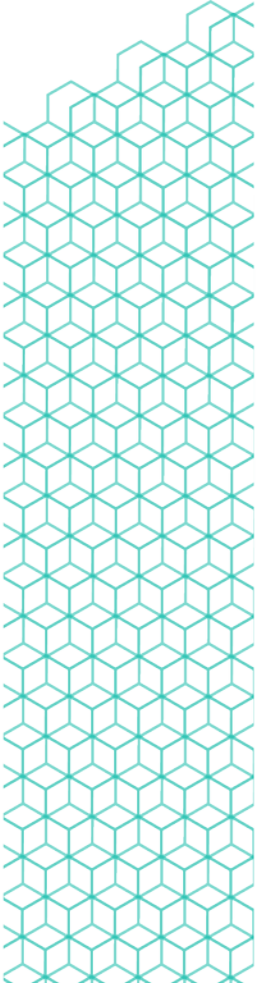
The Comedy Studio/Variety will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation.

Expected Conduct and Workplace Violence/Harassment

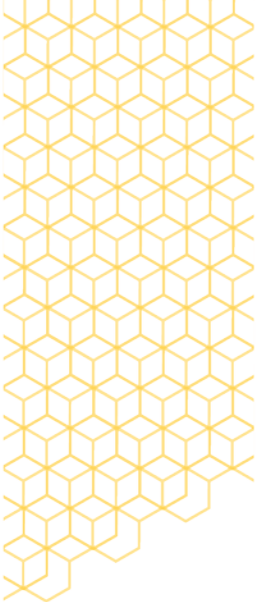
As the safety and security of our staff, guests, performers, and the general public is in the best interests of The Comedy Studio/Variety, we are committed to working with the community to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Company has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to all who visit and enjoy The Comedy Studio/Variety: management, co-workers, staff, performers, and guests.



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Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened. All forms of harassment of, or by, staff, performers, and guests are strictly prohibited and will not be tolerated.

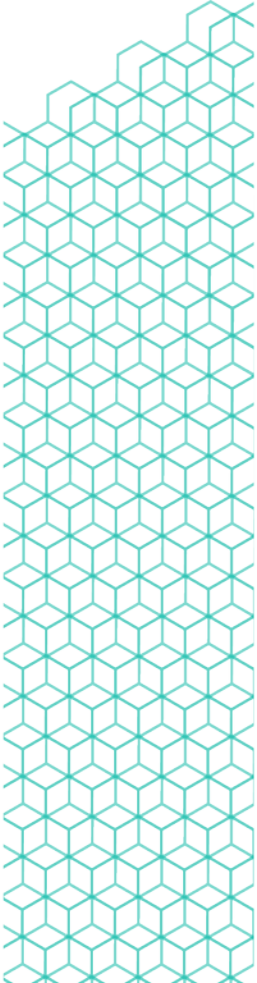
Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Making threatening remarks.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Fighting with, or harassment of any fellow employee, performer, or guest.
- Possessing, brandishing, or using potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.
- Not disclosing an assault felony conviction prior to booking.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Disorderly or inappropriate conduct due to the influence of alcohol or legal drugs during working/performance hours.
- Intentionally taking or damaging employer property or property of another employee, performer, or guest.
- Refusal or failure to follow directions as pertaining to acceptable behavior.
- Refusal or failure to follow safety rules and procedures.
- Smoking in nondesignated areas.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Prohibited sexual harassment includes, but is not limited to:

- Unwelcome requests for sexual favors
 - Lewd or derogatory comments
 - Comments regarding sexual behavior or the body of another
 - Sexual innuendo and other vocal activity such as catcalls or whistles
 - Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature
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- Repeated requests for romantic dates after being informed that interest is unwelcome
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors
- Any unwanted physical touching or assaults, or blocking or impeding movements

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual.

Prohibited harassment includes, but is not limited to:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated at The Comedy Studio/Variety
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group

Reporting Incidents of Violence or Harassment

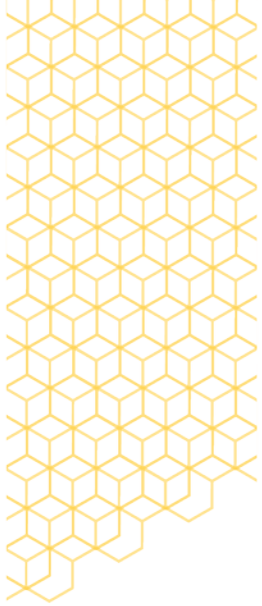
The Comedy Studio/Variety are committed to providing support and response to any concern or act of Workplace Violence/Harassment.

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify owner, Kirsten Sims; General Manager: Operations, Sasha Go; General Manager, Ándrea Pentabona; or Bow Market owners, Zach Baum or Matt Boyes-Watson.

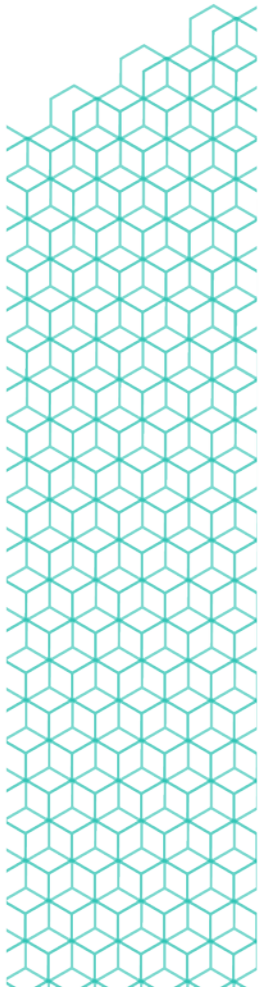
The Company prohibits retaliation against anyone who, based on a reasonable belief, provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination.

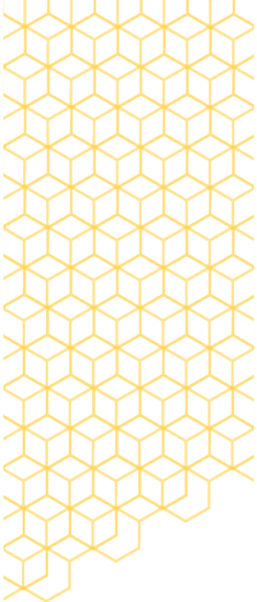
We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy. You are expected to cooperate in any investigation of workplace violence.

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment. Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and



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discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Smoking

The Comedy Studio, Inc. is concerned about the effect that smoking, secondhand smoke inhalation, and smoke odor and residue can have on its employees and guests. Smoking in the office, client areas, and restrooms is prohibited. The Bow Market property is a smoke-free area. Any smoking activity must be a minimum of 50 feet away from the property lines.

MA Laws

MA Law: Harassment Prevention Order

According to Mass. Gen. Laws Ann. ch. 258E, §§ 1-12, a person suffering from harassment may file a complaint with the court requesting protection from harassment and an order that the defendant remain away from the plaintiff's household or workplace.

MA Law: Stalking

Massachusetts criminal law prohibiting stalking is found at Mass. Gen. Laws Ann. ch. 265, § 43. Under the law, anyone who willfully, maliciously and repeatedly follows or harasses another person and who makes a threat with the intent to place that person in imminent fear of death or serious bodily injury is guilty of the crime of stalking.

MA Law: Concealed Weapons

Under Massachusetts law, at Mass. Gen. Laws Ann. ch. 269, § 10, it is illegal to possess or have control of a firearm, rifle, or shotgun (loaded or unloaded) in a vehicle without a license to carry, except in his or her own residence or place of business. Even within a person's own residence or place of business, it is unlawful for an individual to own or possess any firearm unless he or she has been issued a firearm identification card. This does not apply to persons with a license to carry or who are licensed dealers.



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