

THE SPACE

A MOVEMENT ARTS STUDIO

Table of Contents

Foreword	2
Company Policies and Legal Notifications	
Policies Prohibiting Harassment and Discrimination	
Anti-Discrimination Policy	3
Sexual Harassment Policy	4
Employment at Will	6
Workplace Policies and Expectations	
Standards of Conduct	7
Social Media and Public Relations Policies	9
Safety Policies	10
Daily Procedures	
Daily Closing Outline	13
Daily Closeout Procedure	14
Daily Closing Checklist	15
Frequently Used Documents	
Acknowledgment of and Informed Consent to Company Policies	17
Participant Agreement, Release, and Assumption of Risk Form	18
Independent Contractor Agreement	20

Foreword

The Space is a movement art studio that offers a wide variety of aerial arts, yoga, flow, and dance classes. Creative expression and safety are the core values upheld by each and every member and attendee of The Space.

Whether you have just joined our staff or you have been at The Space for a while, we are confident that you will find our company a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of The Space to be one of its most valuable resources. These policies have been written to provide the standards for employer/employee relationships and expectations at The Space.

This handbook is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. If you have any specific questions concerning the applicability or procedure of a policy or practice, you should address your specific questions to the owners.

The procedures, practices, and policies of The Space described here may be modified or discontinued from time to time, at the discretion of the owners.

Company Policies and Legal Notifications

Anti-Discrimination Policy

The Space is an equal opportunity employer. The Space, LLC does not discriminate on the basis of race, color, ethnic or national origin, sex, gender identity, religion, age, sexual orientation, marriage status, or disability in employment or the provision of services.

The Space is committed to the implementation of this policy and to a program of action to ensure that the anti-discrimination policy is, and continues to be, fully effective. Any act of discrimination by personnel or any failure to comply with the terms of the policy will result in disciplinary action up to and including termination and/or being refused future service by our studio.

The Space trusts that all of its employees, students, and personnel will act responsibly to establish a pleasant work, educational, and creative environment that is free of harassment and discrimination. The Space encourages any employee or student to raise questions he or she may have regarding policies prohibiting harassment and discrimination – or if a situation involving harassment or discrimination occurs – with one or both co-owners.

Sexual Harassment Policy

Sexual harassment will not be tolerated as it subverts our mission and threatens the educational and creative experiences and well-being of students, faculty, and staff. The Space will not tolerate sexual harassment of its employees, students, or volunteers by anyone including, but not limited to, officers, interns, apprentices, teachers, students, clients, or independent contractors. Any violation of or failure to comply with the terms of this policy will result in disciplinary action. The Space will not tolerate behavior among members of our community that creates an unacceptable working, educational, or creative environment.

This policy is intended to conform to the applicable law and to provide guidelines for community members as to the definition of sexual harassment to clarify expectations of our community. This policy applies to all peoples, in both volunteer-basis and paid relationships, affiliated with The Space in any capacity.

Definitions and Specifications

Sexual harassment encompasses any sexual attention that is unwanted. Normal, courteous, mutually respectful, pleasant, and non-coercive interactions between persons that are acceptable to both parties are not considered to be sexual harassment. Examples of verbal or physical conduct that are prohibited include, but are not limited to:

- Physical assault;
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, letters of recommendation, or any other work-related condition or status;
- Direct propositions of a sexual nature;
- Subtle pressure regarding sexual activity, an element of which includes conduct such as repeated and unwanted staring;
- A pattern of conduct which would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed which includes one or more of the following:
 - Comments of a sexual nature;
 - Sexually explicit statements, questions, gestures, jokes, or anecdotes;
 - Inappropriate physical contact;
 - Remarks of sexual nature about a person's clothing or body, or manipulating clothing in a sexual manner;
 - Display of sexual pictures or objects;
 - Remarks about sexual activity or speculations about previous sexual experience, including the spreading of sexual rumors.

Members of The Space engaging in this type of conduct will, under any circumstances, be met at the least with remedial or punitive measures. Consistent, malicious, or patterned harassing behavior will not be tolerated from any associate of The Space and its community.

Procedures

- Any community member of The Space with a complaint of sexual harassment should notify one or both co-owners immediately. If the situation involves one of the co-owners, the individual should notify the co-owner not involved.
- Upon notice of conduct that allegedly constitutes sexual harassment under the definition set forth herein, the co-owners shall take immediate and appropriate corrective actions. Due to the sensitive nature of an allegation of sexual harassment, every effort will be made at this stage to resolve the situation on an informal basis to protect the anonymity of each of the persons involved. In defining the conduct that constitutes sexual harassment, federal guidelines address themselves to unwelcome conduct and clearly distinguish sexual harassment from a "particular action or incident (which is) a purely personal, social relationship without a discriminating employment effect." In determining whether conduct constitutes sexual harassment, The Space will examine the record as a whole, and the determination of the egregiousness of a particular action will be made from the facts, on a case-by-case basis. Any employee who feels that he or she is being subjected to conduct which, under the definitions and guidelines set forth

herein, allegedly constitutes sexual harassment should keep a detailed documentary record of the offending conduct (e.g., date(s) of incident(s), what was said or done, names of witnesses to the incident(s), etc.).

- Bad faith allegations or the use of this policy for purposes unrelated to its clear intent are expressly prohibited and will result in disciplinary action.
- If the problem is not resolved after a private meeting and mediation with the accused, the accused will be asked to leave The Space community, and will no longer be permitted to take part in classes, practices, workshops, or performance opportunities.

Teaching Safely with Touch

It should be noted that aerial spotting techniques do involve touch. If the student feels that the touch is not in-line with necessary safety precautions and is instead sexual or harassing, they are urged to discuss the matter with one of the co-owners so that the situation can be dealt with immediately and appropriately. If the student is a victim of sexual abuse or has other restraints that make them genuinely uncomfortable with being touched, even in the case of safety spotting, he or she is welcome to request other forms of safety instruction, including to learn new skills VERY low to the ground, to have the instructor demonstrate a skill more than once, to have the instructor provide close step-by-step verbal instruction, and/or to use a harness while learning new skills. However, it should be noted that certain skills may not be able to be learned without hands-on spotting.

Employment at Will

As no contract exists between The Space and any employee, employment with The Space is considered at-will and can be terminated at any time for any violation of the policies and procedures mentioned in this handbook, or at the owners' discretion. No implied contracts exist between The Space and any employee regarding termination, continued employee-employer relationship, or any terms of employment, including compensation and duration of employment agreement.

The Space does not prohibit second jobs or other outside employment, including teaching at other studios or gyms. However, the use of The Space's supplies, equipment, materials, and personnel for outside employment is prohibited. Outside employment must not cause a conflict of interest or disruption to satisfactory work performance.

