

## **About The Stomping Ground Student Handbook**

This student handbook is designed to familiarize you with Stomping Ground Comedy Theater & Training Center ("Stomping Ground"), its policies, practices, and guidelines with respect to Stomping Ground students ("Students").

All Stomping Ground policies, codes, and guidelines covering Students are incorporated into and made part of the collective "Stomping Ground Student Handbook."

It supersedes all previously issued handbooks and any previously issued inconsistent policy or memorandum. No document or collection of documents is not intended to and does not create any express or implied contractual obligations. However, the Stomping Ground Student Handbook does provide useful guidance regarding many of the policies and rules governing your involvement with Stomping Ground. Accordingly, you are required to read it and familiarize yourself with it. If you have questions, please speak with your instructor or a member of Stomping Ground management.

We are a growing organization and circumstances will undoubtedly require that the policies and practices described in this handbook change from time to time. Accordingly, except for any policies (either current or developed later) governed by federal, state, and/or local laws, Stomping Ground reserves the exclusive right to revise, modify, rescind, delete, or add to policies, procedures, and the provisions of this handbook from time to time and at our sole and absolute discretion. Such modifications must be in writing and authorized by management. No oral statements or representations can in any way change or alter the provisions of this handbook.

Any changes made to the policies and practices described in this handbook will be made via this electronic version of the handbook and posted on the Stomping Ground Internet site. Students are notified of updates and modifications and will have access via the Internet.

This document is not intended to be a complete and comprehensive manual of policies and procedures, nor is it intended to address all possible applications of the policies, procedures, and other information described herein.

Stomping Ground provides Students access to the Stomping Ground Student Handbook via the Stomping Ground Internet site. Hard (i.e., printed) copies are provided upon request. If Students are provided a hard copy, please remember to refer to the electronic version for the most recent handbook which supersedes any of the hard copy versions of the handbook.

At the time of a Student's first class and at least annually (for the tenure of the Student's enrollment in Stomping Ground-led instruction), you will be asked to review the electronic version of the Stomping Ground Student Handbook to electronically sign and date the receipt and acknowledgement form to verify your receipt of this student handbook and policies.

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### **Referenced Policy Documents:**

Not applicable.

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**Additional Contacts:**

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# Stomping Ground Comedy Student Code of Conduct

To assure orderly operations and provide the best possible creative and work environment, Stomping Ground Comedy Theater & Training Center ("Stomping Ground") expects Stomping Ground students ("Students") to follow rules of conduct that will protect the interests and safety of all Students, Stomping Ground, and its staff.

The following is intended as a non-exhaustive list of rules and/or guidelines to which Stomping Ground expects each Student to follow. Failure to abide by this Code of Conduct is detrimental to the standards of care to which Stomping Ground adheres and can result in corrective or mitigating action, including immediate suspension or termination of creative association between Stomping Ground and the Student.

## General

- Students should adhere to the Stomping Ground Performer Dress Guidelines and Stomping Ground Performer Code of Conduct while doing showcases and/or show runs.
- Students are encouraged to see as many comedy shows as possible throughout the community while they are taking classes at Stomping Ground. They will be given free admission to all Stomping Ground shows while currently enrolled in classes. They are asked to check in with box office for free admission. For some shows, Students will be seated after paid ticket holders.
- Students should treat Stomping Ground staff and each other with consideration and respect. Physical violence, abusive language/behavior, inappropriate or unwanted sexual conduct, or theft personal property will not be tolerated.

## Attendance

- Students should arrive on time for class and stay for the duration. Arriving on time allows for maximum participation in warm-up exercises and ensures the instructor is able to review concepts, explain exercises, and provide any necessary communication. Arriving late or leaving early causes disruptions and compromises the learning experience of fellow classmates.
- If a student will be late (i.e., more than 15 minutes after the scheduled start time) for class, the student should notify the instructor via phone or email as soon as reasonably practicable prior to the class. If the student will leave early (i.e., more than 15 minutes before the scheduled end time), the student should notify the Instructor as soon as reasonably practicable.
- If students miss more than one (1) class during the duration of an enrolled course, they will meet with their instructor to determine the best course of action for the Student.
- In the event of extenuating circumstances - such as a documented death of a family member, severe illness or injury of the student or the student's family member - students may request withdrawal from an enrolled course, subject to Stomping Ground's "Cancellations and Refunds" policy. This is **solely** at the discretion of the Stomping Ground Training Center Director and/or Operations Director. For purposes of this provision, "a family member" includes any of the following of the student or the student's spouse or partner :
  - child(ren), irrespective of age or financial dependency (including adopted or foster);
  - parent(s) (biological, adoptive, foster);
  - spouse or partner;
  - grandparent(s);
  - grandchild(ren);
  - sibling(s) (including half, adopted, and step-siblings); and
  - any other person related by blood or affinity whose close association with the student is equivalent to a familial relationship.

## Cancellations and Refunds

- If a student wishes to withdraw from an enrolled course, the student should notify the Stomping Ground Training Center Director via email immediately.
- Tuition credits applied to a subsequent course may be issued as follows:
  - Withdrawal requests sent on the first class day, but prior to the scheduled start of the first class, of an enrolled course will be eligible to receive 100% of the price of the course as tuition credit to be applied to a subsequent course.
  - Withdrawal requests sent after the end of the first class, but prior to the scheduled start of the second class, of an enrolled course will be eligible to receive 75% of the price of the course as tuition credit to be applied to a subsequent course.
  - Withdrawal requests sent after the end of the second class, but prior to the scheduled start of the third class, of an enrolled course will be eligible to receive 75% of the price of the course as tuition credit to be applied to a subsequent course.
  - Withdrawal requests sent after the end of the third class, but prior to the scheduled start of the fourth class, of an enrolled course - and students marked absent for more than two (2) classes - will be eligible to receive 50% of the price of the course as tuition credit to be applied to a subsequent course.
  - Withdrawal requests sent after the start of the fourth class are not eligible for tuition credit.
  - Tuition credits may be applied only once to a subsequent course. Any tuition credits applied to a subsequent course are forfeited in the event of a withdrawal request of that subsequent course, irrespective of when that subsequent withdrawal request is sent.
- All determinations concerning refunds or tuition credits are at the **sole** discretion of the Stomping Ground Training Center Director and/or Operations Director.

**Conduct:** Failure to adhere to the following conduct will not be tolerated and, after one (1) warning, may result in your removal from class, ineligibility to perform in class showcases, and/or prohibition from further participation in Stomping Ground courses or shows. Tuition credit or refunds will not be given if you are removed from a class due to conduct.

- Each Student should treat other Students, Stomping Ground staff, and Stomping Ground patrons with consideration and respect. Physical violence, abusive language/behavior, inappropriate or unwanted sexual conduct, or destruction/theft of personal property will not be tolerated.
  - If they feel comfortable doing so, Students are encouraged to directly address conduct concerns with the individual(s) involved. This helps to foster open communication and presents opportunities for growth and potentially swift resolution.
  - If Students do not feel comfortable addressing the individual(s) directly concerning matters of conduct or if they wish to report a serious complaint, they should follow the "Complaint" procedures described in Stomping Ground's Anti-Harassment Policy.
- Students should respect their classmates' personal space and avoid rough contact, grabbing, or lifting one another unless they have prior consent.
- Instructors reserve the right to stop scenes they determine to be inappropriate.
- Students should treat the performance space with consideration and respect. This includes picking up all trash and mess left after classes, rehearsals, and shows. Destruction of theater/training center property are strictly prohibited.
- Students should not bring uninvited guests to class. Guests are prohibited from attending classes without express authorization from the instructor or applicable Stomping Ground management.
- Students are prohibited from using electronic devices for the purposes of audio or video recording while in class without consent of the instructor and students.
- Students should be considerate and respectful audience members. If they are distracting or disrespectful to performers or patrons they may be asked to leave.

- Students should not attend class if they are inebriated or under the influence of a controlled substance. Instructors reserve the right to remove students from class if they suspect the student may be under the influence of a controlled substance.
- If a Student feels physically unsafe or threatened or while in class, they reserve the right to stop any scene or exercise and alert the instructor.
- Students are required to attend at least two (2) shows at the Stomping Ground Comedy Theater during each term in which they are enrolled. Attending shows will help students understand the concepts covered in their classes by seeing them applied onstage. Any student who does not attend at least two (2) shows may be asked - at the discretion of the Training Center Director and the Instructor - to repeat the level.
- Instructors reserve the right to require Students to repeat class levels if a Student does not demonstrate mastery of the skills learned in their current level (at the instructor's sole discretion) or if tardiness or absences have affected their progress. Each Student's individual progress will be discussed with his or her Instructor at his or her end-of-term evaluation
- Stomping Ground prohibits the use, carrying, or maintenance of weapons of any kind on the Stomping Ground premises. No guns are allowed on the Stomping Ground premises pursuant to Texas Penal Code §§ [30.06](#) ("[Trespass by License Holder With a Concealed Handgun](#)") and 30.07 ("[Trespass by License Holder With an Openly Carried Handgun](#)").
  - For purposes of this policy, the term "premises" includes all Stomping Ground facilities or buildings that are no either leased or owned by Stomping Ground, but does not include parking lots, parking garages, or other parking areas where –pursuant to applicable state law – a legally-owned weapon is legally stored or locked. Stomping Ground reserves the right to demand a Student empty his or her personal belongings for search if a reasonable suspicion exists that a Student is in violation of this policy.

# Stomping Ground Social Media Guidelines

The Stomping Ground Comedy Social Media Guidelines exist as guidelines to encourage the positive use of social media as it pertains to the Stomping Ground facility and community. They are not requirements but serve as suggestions for the community to use social media as a positive force and as a promotional tool for performance.

## Here is how you can help us help YOU by using social media:

- LIKE Stomping Ground Comedy on Facebook at [www.facebook.com/StompingGComedy](http://www.facebook.com/StompingGComedy)
- Follow Stomping Ground Comedy on Twitter @StompComedy
- Follow Stomping Ground Comedy on Instagram @StompingGroundComedy
- Follow Stomping Ground Comedy on Snapchat @StompingGComedy
- Join the private Stomping Ground Performer & Student Group on Facebook. We'll use that page to post info, auditions, and any info our performers could possibly need. Feel free to post any info, opportunity, or bit that you feel is pertinent to SG performers. For posts or opportunities related to the entire DFW comedy community please use Dallas Improv Network and/or DFW Improvisers.
- Tag Stomping Ground in your statuses and photos on social media; we'll tag you in posts too!
- Talk up your show as often as possible and/or share Stomping Ground's posts, reviews, and photo albums.
- If you take pictures at shows tag us, our events, and our performers. We'll be sure to tag you in all of the pictures we take too!
- "Check in" on social media when you're at Stomping Ground or at a Stomping Ground event.
- **If you use photos taken by Stomping Ground Comedy please give credit to Stomping Ground and the photographer.** We also ask that you refrain from editing these photos.

## For Performances, Showcases, CORE Teams

- Stomping Ground will create official "events" on Facebook so don't worry about making them for your showcases or shows! For CORE Teams, we will make your team contact a co-administrator on the event. Please share these events, repost on your page, invite others, and let the Facebook universe know that you're going (or performing).
- All teams should provide Stomping Ground with a square graphic for their group to [artistic@stompinggroundcomedy.org](mailto:artistic@stompinggroundcomedy.org). If they don't provide a graphic one will be provided for them by Stomping Ground.
- All performers get frustrated. If you are having an issue with something or someone involved with a team or production at Stomping Ground, we encourage you to talk directly to your coach, director, instructor, mentor, or anyone on the Creative Team so that the matter can be resolved in a professional manner without having to be hashed out on social media or on our Performers & Students Facebook page. We're here to listen and help!

## Stomping Ground Photo/Video Release Form

\_\_\_\_\_ I hereby authorize Stomping Ground Comedy Theater & Training Center (“Stomping Ground”) and those acting pursuant to its authority to capture my name, likeness, image, voice, appearance, and/or performance on video, audio, photographic, digital, or other electronic medium (now known or later developed) during performances to be used for any purpose Stomping Ground and those acting pursuant to its authority determine, including for promotional and advertising purposes. I hereby certify that I have the right to provide such an authorization and am not restricted by commitments (contractual or otherwise) to any third-party. I release and waive any claims or rights of compensation of ownership regarding such uses. **If you use photos taken by Stomping Ground Comedy please give credit to Stomping Ground and the photographer.** We also ask that you refrain from editing these photos.

\*If you would not like Stomping Ground Comedy to capture your likeness or use your likeness please send an email to [marketing@stompinggroundcomedy.org](mailto:marketing@stompinggroundcomedy.org) so that staff can be notified and your request can be adhered to.

# Stomping Ground Diversity Guidelines and Discrimination Policy

**Stomping Ground Comedy Theater & Training Center** (“**Stomping Ground**”) strives to be a true multi-cultural institution. Our goal is to create a culture of inclusion where employees, performers, and students of diverse human qualities can thrive and succeed and are able to participate in, and contribute to, the progress and success of the institution, while growing both professionally and personally. Hiring/selection practices for staff, performers, interns, and Instructors offer an opportunity to affirm these principles.

**Stomping Ground** employs a Diversity Advocate whose responsibilities will largely focus on diversity and advocacy within our community. The Diversity Advocate, along with the Managing Director, will put in place and oversee processes within our community to ensure we are fulfilling our commitment to diversity and will oversee outreach within the community at-large. The Diversity Advocate’s scope will include but not be limited to diversity and equality in casting, content, staffing, scholarship, and the student community.

Our **Creative Team, Employees, and all Auditors** will consider the content and cast of each project in the light of equalities. We will aim to broaden and diversify our performers, Instructors, and students to bring in new voices and stretch us creatively.

Our **Creative Team and Employees** will create content and offer training for all ages and aim to make our work accessible to the most diverse audience possible. We will strive to reach those who have no access to comedy performance and/or training because of their economic status, geography, ethnicity or other factors. We will target specific groups in our marketing in an effort to attract a diverse audience and will aim to keep both ticket prices and class prices accessible by way of discounts and promotions, internships/work programs, and scholarships.

**Stomping Ground** believes that an effective workforce includes employees from different and diverse backgrounds and experiences that together form a more creative, innovative, and productive environment. We stress fairness with respect to race, national origin, sex, gender identity, religion, creed, marital or domestic partnership status, veteran or military status, age, sexual orientation, genetic information, political affiliations, socioeconomic status, experiences, or any form of mental or physical disability. In pursuit of the goal of multiculturalism, all who hire, cast, instruct, and assess talent must strive to satisfy openings with a well-suited candidate and retain the highest possible caliber of employee, performer, and student. **Stomping Ground** requires all employees, directors, and committee members to cooperate in its anti-discrimination policies.

It is the philosophy of **Stomping Ground** that all employees know there will be no use of disparaging remarks regarding someone’s race, national origin, sex, gender identity, religion, creed, marital or domestic partnership status, veteran or military status, age, sexual orientation, genetic information, political affiliations, socioeconomic status, experiences, or any form of mental or physical disability. No evidence of bias, such as intimidation, threats, or physical aggression will be tolerated.

Any incidents that disregard the Discrimination Policy must be brought to the attention of the Managing Director, Training Center Director, or Diversity Advocate, who must conduct an internal investigation of such an allegation, and who must discipline or dismiss anyone found to be an offender. A staff member, director, intern, volunteer, coach, performer, cast member, or student who fails to report incidents of bias that need to be addressed by management prevents us from taking steps to remedy the problem. It also risks being considered sympathetic to that bias, which may be considered grounds for termination or dismissal from a cast, production, or class.

Through our management style and values we aim to promote and support equality at **Stomping Ground**. It is our goal to encourage relevant conversation and reflection within our community and strive to be open and approachable. The company is committed to ensuring that all staff have an awareness of what diversity means and offering training where appropriate.



The abuse or harassment of people by others is not acceptable. **Stomping Ground** encourages all people to respect others and to behave in accordance with **Stomping Ground's** Company Policies.

Discrimination against others is not acceptable. **Stomping Ground** encourages all people to respect others and think about their rights, dignity and well-being in dealing with others.

- The vilification of others is not acceptable.
- Treat all people fairly and with proper regard for their rights and obligations.
- Treat all people with respect and dignity.
- Act responsibly at all times.
- Perform duties with professionalism, impartiality and integrity.
- Act in a manner that will bear the closest public scrutiny.
- Avoid real or apparent conflicts of interest.
- Obey lawful direction of a person empowered to give such direction.
- Be mindful of your language, tone of voice and body language. Address the problem not the person. Let people know that when they are difficult it is their behavior that is "not OK."
- Understand the possible consequences if you breach the **Stomping Ground** Participant's Protection Policy, Performer Code of Conduct, or Student Code of Conduct.

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## Complaints

All staff members, directors, interns, volunteers, coaches, performers, cast members, and students have the right to work in a workplace that is free of discrimination. Any person may make a complaint against a person, group or organization if they consider that person, group or organization has, or may have committed a breach of any part of this policy or code.

A complaint must be made to the Managing Director, Training Center Director, Women's Advocate, Diversity Advocate, Improv for Life Director, or designated Board Member.

In cases where complaints occur, the Management Team and/or Board of Directors shall make reasonable inquiries regarding the situation and advise the complainant of their option and/or ask the complainant how they wish to proceed and/or coordinate mediation or refer the matter to relevant authorities.

Complaints shall be handled promptly and **all attempts will be made to maintain confidentiality to the greatest extent possible with the goal of protecting the complainant from harm or any type of retaliation.**

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## Penalties

Penalties shall be applied to persons, groups or organizations found to be in breach of this policy. Specifically, if the **Stomping Ground** Management or Board of Directors determines that a breach of this policy has occurred, they may impose one or more of the following penalties:

- Recommend and/or facilitate mediation
- Impose a warning
- Terminate the role currently performed by the superior
- Direct that rights, privileges and benefits provided by Stomping Ground Comedy be suspended for a specific period of time
- Any other penalties as appropriate.

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**Referenced Policy Documents:**

Stomping Ground Performer Code of Conduct

Stomping Ground Student Code of Conduct

Stomping Ground Participant's Protection Policy

# Stomping Ground Anti-Harassment Policy

Stomping Ground Comedy Theater & Training Center (“Stomping Ground”) is committed to fostering a performing arts and comedy community where people can work and learn with respect, dignity, and freedom from abuse. Stomping Ground will not tolerate harassment, discrimination or abuse of those, and by those, involved in their activities for and behalf of Stomping Ground Comedy.

Our goal is to provide a workplace and learning environment where each member of the Stomping Ground Comedy community feels respected, valued, and comfortable. To preserve this space, we will not tolerate harassment or other abusive behavior by anyone, including employees, students, instructors, coaches, visitors, and audience members.

Stomping Ground will adhere to the Chicago [NotInOurHouse Theater Standards](#) in addition to the standards described below, which applies to and covers all Stomping Ground staff members, directors, interns, volunteers, coaches, performers, cast members, and students.

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## Definitions

The term harassment means “unwelcome conduct”- whether verbal, physical, or visual- directed toward an individual that has the purpose or effect of unreasonably interfering with an individual’s participation in Stomping Ground shows/programs or creates an intimidating, hostile, or offensive educational or working environment. An unresolved conflict with a person in power can easily become an ongoing barrier to career opportunities throughout a person’s career. Harassment and abuse are contributing factors that slow the advancement of people in comedy/theatre.

Abuse is a form of harassment. It includes: physical abuse (e.g. fighting, physical violence), verbal abuse (e.g., racial slurs, ethnic jokes), emotional abuse (e.g. blackmail, repeated requests or demands), neglect (i.e. failure to provide the basic physical and emotional necessities of life), abuse of power (the harasser holds over the harassed). People in positions of power need to be particularly wary and not exploit that power. Abusive behavior includes: bullying and humiliation by others, insults directed at an individual or group, physical intimidation, practical jokes which cause embarrassment or which endanger the safety of others.

Our policy also specifically prohibits sexual harassment. Sexual harassment means an unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature (e.g., statements or behavior intended to offend, humiliate, or intimidate). Under no circumstances should anyone be expected to tolerate unwelcome sexual attention or advances from an instructor, director, coach, Creative Team Member, volunteer, or other employee at Stomping Ground. This applies whether that happens inside or outside class, online, by phone, or any other method.

Instructors, directors, coaches, Creative Team Members, and all other employees are expressly forbidden from pursuing or carrying on a romantic or sexual relationship with any student at the Stomping Ground Comedy Training Center or on a student team performer in our Abuse of Power Policy.

This policy is intended to prevent any abuse of power from within the Stomping Ground institution. You should not endure other verbal or physical conduct or communication of a sexual nature where:

- Submission to that conduct or communication is made a term or condition of employment or status as a performer at Stomping Ground Comedy, either explicitly or implicitly.
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or status as a performer.
- Such conduct or communication that unreasonably interferes with an individual’s job or performance, or creates an intimidating, hostile, or offensive environment.

The abuse or harassment of people by others is not acceptable. Stomping Ground encourages all people to respect others and to behave in accordance with the Stomping Ground Company Policies.

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## Concern Resolution

The goal of the Chicago Theatre Standards' Concern Resolution Path is to provide a documented communication pathway to address issues in a production or within an organization. It is the goal of Stomping Ground to incorporate this pathway to ensure program participants and staff are appropriately aware of what to do and whom to address with serious issues concerning safety, harassment, or other serious concerns.

Any person may follow this Concern Resolution process against a person, group or organization if they consider that person, group or organization has, or may have committed a breach of any part of this policy or code.

### Level One:

- Stomping Ground recognizes many concerns can be resolved through conversations with the parties involved.
- Whenever possible, participants are encouraged to discuss challenges and concerns with one another. If you feel comfortable doing so, we encourage you to first directly address your concern with the individual(s) involved. This helps to foster an honest and open community and is often the fastest path to a resolution.
- It is important to note that a person does not have to be a direct target of harassment to adversely affected by a negative environment.
- While negative comments or actions often occur accidentally, if we don't address them - even those that are accidental - in the moment, this often leads to a less-professional environment than that to which Stomping Ground aspires.
- *Oops and Ouch*
  - To assist with handling potential negativity in the moment, Stomping Ground recommends the Chicago Theatre Standards' "Oops" and "Ouch" system.
  - Example:
    - Person A makes a thoughtless remark in the moment.
    - Person B says, "Ouch," as Person B finds this thoughtless remark Unwelcome Conduct. Person A is now - in the moment - informed that the remark was potentially hurtful. Person A says, "Oops" to indicate recognition and regret.
    - Following this interchange, there is a pause. It is now at the discretion of Person A to determine whether this moment requires any further conversation.
    - If so, there can be a conversation (either in private between the two parties) or in the group setting.
    - Otherwise, Person A makes some indication that things can proceed.
    - **But the decision to move on must come from the person saying, "Ouch."**
    - Please note that anyone in the room can call "Ouch" to any potentially Unwelcome Conduct. It **does not** have to come from the person who is the focus of the potentially Unwelcome Conduct.
- Level Two:
  - If you are not comfortable directly addressing the individual(s) involved, or if no resolution can be agreed upon, it is best that you communicate with your instructor, coach, or director immediately.
- Level Three:
  - If the issue has not been resolved through Levels One and/or Two, or if for any reason you feel uncomfortable, or unsatisfied, or even dissatisfied communicating with either your

instructor/coach/director, you may also direct your concern to the Operations Director, Diversity & Inclusion Advocate, Improv for Life Director, Artistic Director, Director of Development, Training Center Director, or designated Board Member. The information of each of these contacts is included herein.

While you can also talk/communicate discreetly and/or informally with any of these individuals without filing a formal complaint, Stomping Ground is limited in its ability to take corrective action without adequate documentation or information.

Level Two and Level Three concerns are encouraged - but not required - to be in writing (electronic writings, such as text messages or emails, are acceptable). Due to the seriousness of these concerns, it is essential that you notify one or more of the individuals named above within seven (7) days of the occurrence of the alleged violation(s) of any Stomping Ground policies or codes of conduct. These may be submitted to any of the Stomping Ground contacts designated herein.

In cases where Level Two or Level Three concerns occur, Stomping Ground Comedy shall - within fourteen (14) days of receipt of such a concern - make reasonable inquiries regarding the situation to any known parties potentially involved or who may have material knowledge of the event in question. The individual(s) submitting the Level Two or Level Three concern will be advised of her/his/their options and/or ask the individual(s) how she/he/they wish to proceed and/or coordinate mediation or refer the matter to relevant authorities.

In the event that you experience what you feel to be a breach of policy, , , .

Level Two and Level Three concerns shall be handled promptly and **all attempts will be made to maintain confidentiality to the greatest extent possible with the goal of protecting the complainant from harm or any type of retaliation.**

When appropriate and if agreed upon by the individual(s) directly involved with the issue, a mediation process will be overseen by a neutral professional. Mediation has an overwhelming success rate. It has become a broadly endorsed method for handling harassment claims in the courts and in private practice. It is commonly held that when disputing parties voluntarily participate in mediation they are more likely to abide by the terms of their agreement and there is less likely to be retribution, one of the most common reasons victims do not come forward with complaints. Moreover, mediation provides a complainant the opportunity to speak for themselves and empowers them to participate in shaping a remedy. It also allows the accused to clarify their side of the story and avoid public charges.

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## **Penalties**

Penalties shall be applied to persons, groups or organization found to be in breach of this policy. Specifically, if the Stomping Ground Management or Board of Directors determines that a breach of this policy has occurred, they may impose one or more of the following penalties:

- Recommend and/or facilitate mediation
- Impose a warning
- Terminate the role currently performed by the superior
- Direct that rights, privileges and benefits provided by Stomping Ground be suspended for a specific period of time
- Any other penalties as appropriate.

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## **Anti-Retaliation**

Stomping Ground will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by Stomping Ground Management, employees, performers, cast members, or students.

Retaliation includes, but is not limited to, the following adverse actions:

- Terminations;
- Negative evaluations that do not accurately reflect work or creative performance;
- Changes in work and/or performance schedules;
- Exclusion from important meetings or activities that contribute to professional or personal advancement;
- Hostile behavior including intimidation made by making threats, engaging in other harassment or bullying.

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**Referenced Policy Documents:**

Stomping Ground Abuse of Power Policy

Stomping Ground Company Policies

# Stomping Ground Comedy Performer Code of Conduct

To assure orderly operations and provide the best possible creative and work environment, Stomping Ground Comedy Theater & Training Center (“Stomping Ground”) expects performers to follow rules of conduct that will protect the interests and safety of all performers, Stomping Ground, and its staff.

The following is intended as a non-exhaustive list of rules and/or guidelines to which Stomping Ground expects each performer to follow. Failure to abide by this Code of Conduct is detrimental to the standards of care to which Stomping Ground adheres and can result in corrective or mitigating action, including immediate suspension or termination of creative association between Stomping Ground and the performer.

- Performers should treat Stomping Ground staff, performers, and students with consideration and respect. Physical violence, abusive language/behavior, or theft of personal property will not be tolerated while on Stomping Ground premises.
- Performers should treat the Stomping Ground Theater and Training Center with respect and courtesy. This includes picking up all trash and mess left before and after shows and rehearsals. Destruction of theater/training center property are strictly prohibited.
- Performers should arrive by their call time for shows. If they are running late for call time they should let their teammates/cast know or notify the Managing Director/Manager on Duty via phone or email.
- Performers will not be allowed to perform if they are inebriated or under the influence of a controlled substance.
- Performers should make every effort to watch the performance of the team with which they share their performance slot unless otherwise indicated.
- Performers should refrain from doing anything that makes their fellow performers or theater patrons feel unsafe or physically threatened while onstage.
- Performers should be quiet and respectful while on Stomping Ground premises awaiting their performance.
- Performers will be allowed one (1) complimentary ticket per show unless otherwise noted. They should notify the box office the evening of the show for their complimentary ticket to be used. If the box office is not notified before the patron arrives such patron may be denied entry.
- Please note that there are no complimentary tickets given for Student Showcases.
- Current performers (performers on temporary or permanent CORE teams and/or shows with a current run) will be given free admission to all shows unless otherwise noted. They are asked to check in with box office for free admission. Performers may be seated after paid ticket holders or be asked to wait before taking their seat.
- Performers should be considerate and respectful audience members and should not use an electronic or noisemaking device in a way that is distracting to performers or audience members. If they are distracting or disrespectful they may be asked to leave.
- Given the nature of improvisational comedy and performances of material that, in some cases, could be considered offensive to some, it is not the policy of Stomping Ground to punish individuals or to stifle the creative abilities of performers whose artistic expression may be considered offensive to others. However, if it is determined that the offensive content of the performance was done in an effort to harass a particular individual from the stage or to express the performer’s hatred and/or intolerance to a protected individual or group, then appropriate disciplinary action may and will occur.
- Performers should adhere to the Stomping Ground Anti-Harassment, Anti-Discrimination, and Social Media Policies as well as the Performer Dress and Drug & Alcohol Guidelines.
- If performers fail to adhere to the Performer Code of Conduct it may result in the following actions: a verbal warning, a written warning/documentation, the performer being asked to refrain from performing for a period of time/ the performer no longer being allowed to perform at Stomping Ground Comedy, or whatever action is deemed appropriate by management.
- Please note that Stomping Ground prohibits the use, carrying, or maintenance of weapons of any kind on the Stomping Ground premises. No guns are allowed on the Stomping Ground premises pursuant to Texas Penal

Code §§ [30.06 \(“Trespass by License Holder With a Concealed Handgun”\)](#) and 30.07 (“Trespass by License Holder With an Openly Carried Handgun”).

- For purposes of this policy, the term “premises” includes all Stomping Ground facilities or buildings that are either leased or owned by Stomping Ground, but does not include parking lots, parking garages, or other parking areas where –pursuant to applicable state law – a legally-owned weapon is legally stored or locked. Stomping Ground reserves the right to demand a Student empty his or her personal belongings for search if a reasonable suspicion exists that a Student is in violation of this policy.



# Stomping Ground Comedy Performer Dress Guidelines

Stomping Ground Comedy Theater & Training Center (“Stomping Ground”) requires performers to project a particular image to audience members, yet it recognizes the comfort advantages of more casual and relaxed clothing. How you dress, your grooming, and personal cleanliness standards all contribute to your image and morale, as well as to your fellow performers and Stomping Ground.

To balance these concerns, Stomping Ground offers its performers the following set of guidelines to help determine what is appropriate to wear for performances. The following is a generalized overview of what constitutes acceptable and unacceptable performance attire. This is not all-inclusive and is subject to change. No dress code or guidelines can cover all contingencies so performers must exert a certain amount of judgment in their choice of clothing to wear for performances.

## General

- Jeans with holes or rips, sweatpants, flannel and pajama pants, exercise pants, or bib overalls are unacceptable.
- Torn, dirty, ripped, or frayed clothing is unacceptable.
- Clothing with logos or large writing is unacceptable.
- For men: no shorts. For women: no shorts unless they are dress shorts (not denim) with hosiery underneath.
- No skirts or dresses without leggings underneath.
- Casual shirts, golf shirts, dress shirts, sweaters, tops, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the performance, if they violate none of the listed guidelines. Inappropriate attire includes tank tops, midriff-baring tops, halter-tops, and spaghetti-strap dresses.
- Close-toed shoes recommended but not required (to protect you in physical scenes!). Flip-flops, Croc-like rubber shoes, and/or slippers will not be allowed.
- Hats are inappropriate for performances. Head covers that are required for religious purposes or to honor cultural tradition are allowed.

## Other Good Rules of Thumb

- Your clothing/appearance should not distract the audience from your performance.
- Attempt to dress better than your audience might be dressed. You are a professional!

*If your clothing does not follow the above guidelines or is deemed obscene or distracting, Stomping Ground Management reserves the discretion to request you change clothing before performing.*

# Stomping Ground Student Handbook Acknowledgement

By my signature below:

- I have read and been informed about the content, requirement, and expectations of Stomping Ground Comedy Theater & Training Center ("Stomping Ground") described in the Stomping Ground Student Handbook;
- I have received a copy of this handbook and attest that I have read and understand the information provided to be in the Stomping Ground Student Handbook;
- I understand that if I have questions, at any time, regarding the policies contained therein, I will consult with the Managing Director or anyone listed under Additional Contacts; and
- I agree to abide by the policies, codes, and guidelines described therein as a condition of my participation as a student and my continued involvement with Stomping Ground as a student.

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Name (Printed)

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Signature

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Date