



## Portland Intown Contra Dance Behavior Policy

**Call 911 in the case of physical or sexual violence, or if you 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 a PICD event.**

**POLICY STATEMENT:** Portland Intown Contra Dance (PICD) is a community where dancers of any level of experience are safe and accepted. PICD believes that our events should be a fun and comfortable experience for all. With this in mind, we have created a behavior policy that expresses these values.

In keeping with PICD's goals, it is important that all participants in PICD events maintain a physically and emotionally safe and nurturing community in a manner that is consistent with learning, mutual respect and the fun-loving nature of the PICD dance culture. In order to achieve this, it is imperative that all members of our community treat one another with respect and kindness, whether they are adults, representatives of PICD, or children under the age of eighteen (18) years.

All PICD board representatives, Dance Managers, volunteers, and event attendees are responsible for complying with this policy.

### **SPECIFIC POLICIES:**

**Emotional or Physical Harassment and Abuse:** Violence, harassment and bullying of any kind will not be tolerated at PICD events.

Harassment is defined as any unwelcome conduct that unreasonably interferes with an individual's ability to attend or enjoy a PICD event by creating an intimidating, threatening, unsafe, hostile, or abusive environment. Policy violations include:

- 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;
- disrespecting pronouns or intentionally misgendering someone; or
- being a registered sex offender.

This includes unwanted physical actions, verbal statements, letters, e-mails or other electronic posts that are cruel and are directed from any community member to another community member.

If we have reasonable cause to believe that someone is harassing a community member outside of PICD events, we reserve the right to ask that person to not attend PICD events.

**Stealing or Malicious Destruction of Property:** This will not be tolerated at any PICD event and may result in dismissal from the event and banning from future events without refund of admission fees.

**Firearms and Other Dangerous Weapons:** PICD strictly prohibits the possession or use of firearms or other dangerous weapons. They may not be brought to any PICD event. Possession of any such weapon 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:** PICD 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 PICD events.

**Child Behavior in General (Under Age 18):** Each child attending a PICD event is the responsibility of their guardian. Any child attending a PICD event is expected to adhere to the PICD behavior policy. If a child's behavior cannot be controlled or is repeatedly disruptive to other community members or to the dance environment, they may be asked to leave in order to preserve the experience of the larger dance community.

**Respecting the neighborhood:** We're members of the larger Portland community. As you leave PICD events, please respect the property and peace of others, and ensure you act in the interest of your own safety. Should you experience something that causes you to feel uncomfortable or at risk, please report it.

**Attire:** PICD asks that all members of our community dress for safety - their own and the safety of other community members. The following attire can be dangerous if worn on the dance floor: very loose clothing; heavy jewelry; long sleeves, scarves and shawls that drape and can catch arms and hands; heavy rings or bracelets that can scratch a partner or even tear the flesh; outfits with bands that can catch hands, etc. Please do not wear these items or other unsafe items while dancing at PICD events.

**Scent-free environment:** Some of our community members are sensitive or allergic to highly scented products such as perfume and aftershave. Please do not wear scented products to PICD events.

**Filming and photographing:** Because these are public events, dancers and organizers from time to time take photos and videos at our contra dances and post them online. If it is important to you to be left out of photographs and videos, please let an organizer know so we can pass the word to folks who are likely to be documenting.

## PROCEDURES:

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

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

- 1. Interviewing complainant.** All complaints of harassment will be taken seriously and reviewed by the Dance Managers or Board Members at the event immediately following the event at which the complaint was made. Two representatives of PICD who were present at the event where the alleged incident occurred will speak to the complainant(s). They will
  - record the circumstances and nature of the presumed inappropriate behavior (see #5);
  - collect contact information from the complainant(s), including full names, phone numbers, email and postal addresses;
  - 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 "Helpful Hints and Etiquette for Contra Dancers", if appropriate;
  - provide someone (not necessarily a PICD representative) to remain with the complainant(s) if requested;
  - to the best of their ability, keep the name of the complainant confidential.
- 2. Interviewing accused.** Representatives of PICD who were 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 is a witness, not an advocate, and will be expected to maintain confidentiality. The board will:
  - have available a card containing suggested wording for use in approaching the accused person and an outline of the procedures detailed here;
  - record the circumstances and nature of the presumed inappropriate behavior (see #5);
  - collect the individual's contact information, including full name, phone numbers email and postal addresses; and
  - explain the "Policy on Dealing with Complaints of Inappropriate Behavior" and give the individual a copy of the policy, along with a copy of "Helpful Hints and Etiquette for Contra Dancers", if appropriate.If the accused person simply leaves when approached, PICD representatives will:
  - document the circumstances, including a description of the individual;
  - remain alert in the future should the accused person return.
- 3. If no inappropriate behavior.** If it is clear to the representatives of PICD 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.
- 4. In case of inappropriate behavior.** If it is clear to the representatives of PICD that there **has been** an instance of inappropriate behavior, then, depending on the severity of the incident, the individual will receive either a verbal or written warning that future instances of inappropriate behavior may result in being banned from dances sponsored by PICD, either for a specific period of

time or permanently. These warnings shall be issued by the PICD Board. A record of such decisions will be preserved, as described in #5 below.

5. **Recording interviews.** The representatives of PICD 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 informal notes from the actual conversation should be destroyed when they are no longer needed. 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 PICD board representatives will be a violation of board responsibilities.
6. **Communication of incident.** The board members involved in the incident will inform the entire PICD board within 24 hours in person or by email that a complaint of inappropriate behavior has been raised. The only information in the email will be a request for all PICD board representatives to respond by phone. Information to be shared in the follow-up phone call includes 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 case be shared electronically via email, nor will there be circulation of electronic copies of written records. Similar restrictions on electronic communication apply to records of repeat offences and decisions regarding banning from dances.
7. **Repeat offenders.** If a second instance of inappropriate behavior by the same individual occurs, the procedures described in 1-6 above should again be followed. In addition, the accused individual will be sent a written warning that another instance of inappropriate behavior may result in being banned from events sponsored by PICD, either for a specific period of time or permanently. The warning will be sent by one of the representatives by certified mail with a return receipt to the sender.
8. **Further investigation.** If it is necessary for PICD 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 PICD will notify the accused of the investigation and of the prohibition on attendance during the investigation.
9. **Banned individuals.** If an individual is banned from events sponsored by PICD, either for a specific period of time or permanently, the individual has the right to appeal the decision to the PICD board. If an individual is banned for a specific period of time, they will ordinarily have 30 days to appeal the ban. If an individual is banned permanently, the time for appeal will ordinarily be 60 days. All bans will be issued in writing and delivered by certified mail. There is no right of appeal for a prohibition during an investigation.
10. **Contingencies for return.** If an individual is banned from PICD events for a specific period of time, PICD may make the individual's return to events contingent upon the individual signing a statement saying that they understand the "Policy on Dealing with Complaints of Inappropriate Behavior" and "Helpful Hints and Etiquette for Contra Dancers." This statement may also state that the individual may be permanently banned from PICD events if they engage in further inappropriate behavior. PICD may also require additional dance training and discussion to help the accused individual better understand the difference between inappropriate and appropriate behavior on or off the dance floor.
11. **Archives and changes in committee membership.** All written records will be retained and accessible to future PICD board representatives. PICD will take reasonable care to ensure the confidentiality of all of the conversations and records; however, due to the involvement of many people and the need to have some conversations at open dances, PICD cannot guarantee complete confidentiality. In the event that PICD no longer exists and there is no successor organization, all records will be destroyed by the PICD board President.
12. **Severability.** If for any reason any portion of this document is no longer applicable, the rest of the policy is not affected.