



2nd Story

ETHICS POLICY

Welcome

This Ethics Policy is designed to answer many of your questions about the practices and policies of 2nd Story. These policies apply to all areas of collaboration, and are acknowledged and followed across the organization. Our Ethics Policy is annually signed by all 2nd Story collaborators, which includes artists, facilitators, board members, volunteers, and staff. We broadly define a collaborator as any individual that collaborates with 2nd Story.

2nd Story considers this a living document, in which our mission and values breathe into the programs and projects that we create and undertake, as well as the business practices that we use. As such, this living document may likely change, as we become more facile and experienced with supporting greater societal change.

2nd Story strives to create an environment that upholds the sacred act of sharing and listening to each other's stories. Our Ethics Policy outlines several expectations, but our biggest request is that you please make smart choices. When weighing the pros and cons of a decision, we offer the following tests and questions:

- **The Role Model Test:** How would my role models feel if they found out I did this? What advice would they give me if I asked them if I should do it?
- **The Conscience Test:** Does this go against my conscience? Will I feel guilty afterwards?
- **The Consequences Test:** Might this action have bad consequences, either for me or the organization? Might I come to regret this?
- **The Front Page Test:** How would I feel if my actions were reported on the front page of my hometown newspaper?

We recognize that much of our lives are operated in a gray area. So, if you have a question about anything outlined in the following pages, please feel free to reach out to 2nd Story's Managing Director or Artistic Director. Their contact information is included at the end of this policy.

We are excited to work with you!

2nd Story's Mission, Vision, & Values

As one of Chicago's oldest storytelling organizations, 2nd Story exists to fulfill its vision of living in a world driven by empathy. We believe that sharing true, personal stories binds us to one another. Our mission is to create spaces where people can share and deeply listen to one another's stories. Our work is activated by our Core Values: Craft, Courage, and Inclusion.

Organization Overview

2nd Story has three distinct programming streams: performance programming, education programming, and CultureBuilds programming. Performance programming are performances, virtual and in-person, produced by 2nd Story and performed as part of our annual season. Educational programming includes everything from classes and workshops for adult learners to partnerships with schools and universities (from a single workshop to a multi-series residency). CultureBuilds is programming that 2nd Story is hired to facilitate from individual coaching sessions with executive leaders to multi-day company-wide workshops. Collaborators may be engaged in any of these programming streams.

Compassion Policy

We hope that 2nd Story sanctioned events (rehearsals, workshops, meetings, performances, etc.) are brave spaces anchored by collaboration, cooperation, and compassion. Our spaces are guided by the following group agreements:

- **Replace judgment with curiosity.**
 - Sometimes when we are in new experiences we might find ourselves listening to respond. We invite you to actively listen to understand and approach these spaces with curiosity instead of judgment.
- **Practice equity by sharing the floor.**
 - One of the best ways to support group sharing and team building is by making sure we're making room for everyone who wishes to speak and contribute.
- **What's learned here leaves here, what's said here stays here.**
 - This is about respecting privacy and confidentiality. Someone might share a personal story, and that doesn't mean you or anyone else in the space has permission to share that person's story. If you have the impulse to share someone's story because you think it can be valuable in other spaces you work in, ask that person for explicit permission to share their story.
- **Take Care of Yourself**
 - We mean this literally and we mean this emotionally. If you have to step away because you need to take care of your body, brain, heart, or soul, we encourage you to do so.

At the core of our Compassion Policy is the following: Take care of each other, and rather than treating others how you want to be treated, please treat others how they want to be treated.

Anti-Oppression Statement

The Ethics Policy was last updated and approved on January 29, 2023.

2nd Story believes in using radical imagination to support liberation for all people. We are pro-love, pro-justice, pro-joy, pro-listening, pro-accommodations, pro-reflection, pro-learning, pro-self-actualization, pro-being in community, pro-taking care of each other, pro-celebrating humanity in all of its variety and beauty and full selfhood.

This means that we are also anti-oppression, anti-racism, anti-capitalism, anti-colonialism, anti-imperialism, anti-misogyny, anti-ableism, anti-homophobia, anti-transphobia, anti-xenophobia, anti-any and all things that promote hate and fear and division and mistreatment and devaluation of any of us as human beings.

We invest our time and energy in systems and practices that aim to make every individual feel seen, heard, loved, held, and cared for in the fullness of who they are, and we fight against the things that hold us back, hold us down, and cause harm.

The deconstruction of systems like white supremacy, colonialism, and heteropatriarchy is a long, long journey. A journey of lifetimes, of centuries.

We will not always succeed—as individuals or as an organization. We are fallible, so we will fail and falter. When we do, we commit to acknowledging and repairing any harm as best we can. And, as we stumble forward, we will not allow our mistakes to derail us from the path of liberation. We will remain committed to the process of unlearning, to the work of questioning, challenging, and being challenged, and to the ultimate goal of building a world where we are all free.

Hanging Out at the 2nd Story Studio

Rehearsals, workshops, meetings, etc., may include a social component afterwards in which folks gather and relax in the studio. However, when the person who is responsible for the meeting (this could be a producer, director, curator, facilitator, company member, or staff member) leaves, we expect all collaborators to leave as well.

Alcohol

2nd Story recommends that collaborators do not consume alcohol while they are working, i.e., during rehearsals, workshops, meetings, prior to performances, etc. In other words, if work is taking place, we encourage you to wait until after the work is done.

2nd Story does produce social events in which collaborators regularly attend as guests or volunteers. Alcoholic beverages are often available at these events. Collaborators who are 21 and

older are permitted to consume and possess alcohol when present at 2nd Story sanctioned events. If collaborators choose to consume alcoholic beverages, they must do so in a responsible manner and should call a taxi or appoint a designated driver.

Overindulgence in liquor is strongly discouraged. Since we are creating shared artistic spaces, drunk and disorderly conduct is disruptive to everyone. If you are overly intoxicated, we reserve the right to ask you to leave a 2nd Story sanctioned event, which might include us ordering a ride for you to ensure that you are home safe.

Recreational Cannabis Use

2nd Story recommends that collaborators do not consume recreational cannabis while they are working, i.e., rehearsals, workshops, meetings, prior to performances, etc. In compliance with Illinois state law, 2nd Story does not penalize collaborators for using recreational cannabis outside of 2nd Story.

Illegal Drugs

All collaborators are prohibited from using, possessing, concealing, manufacturing, selling, buying, or promoting the sale of any illegal drug (other than properly used prescription medication or over-the-counter drugs) on 2nd Story premises or when engaged in 2nd Story and/or CultureBuilds business (representing 2nd Story at shows, events, workshops, etc.).

Smoking Policy

The Chicago Clean Indoor Air Ordinance was passed by the Chicago City Council in December 2005, banning smoking in all public buildings and enclosed workplaces. This ordinance applies to the 2nd Story workplace and all work-related spaces or locations. Smoking is permitted outside, beyond 15 feet from any entrance.

Weapons Policy

Collaborators may not, at any time while on any property owned, leased, or controlled by 2nd Story, including anywhere that 2nd Story business or programming is conducted, such as performance locations, client locations, event locations, and so forth, possess or use any weapon. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in

length, explosives, and any chemical whose purpose is to cause harm to another person. Regardless of whether a collaborator possesses a concealed weapons permit (CCW) or is allowed by law to possess a weapon, weapons are prohibited on any 2nd Story property. They are also banned in any location in which the collaborator represents 2nd Story for business purposes, including those listed above.

Engagement with Minors

2nd Story is committed to the safety of all individuals in its community. 2nd Story has particular concern for those who are potentially vulnerable, including minor children, who require special attention and protection. This Policy establishes guidelines for those in the 2nd Story community who may work or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors. It is the policy of 2nd Story to hold all 2nd Story employees, independent contractors, collaborators, and volunteers in 2nd Story-run or -affiliated programs or activities accountable for acting in ways that prevent all forms of sexual, emotional, physical, and verbal harm and violence.

Scope

This policy provides guidelines that apply broadly to interactions between minors and 2nd Story employees, independent contractors, collaborators, and volunteers in 2nd Story-run or -affiliated programs or activities. All 2nd Story-affiliated individuals are responsible for understanding and complying with this Policy.

Definitions

Minor for purposes of this policy means any person under the age of 18. Abuse or Neglect of Minors for purposes of this Policy means infliction of physical or mental injury, sexual abuse or exploitation, or negligent treatment or maltreatment of a person under age 18. Sexual abuse includes engaging in or attempting to engage in a sexual act or sexual contact with a minor, causing or attempting to cause a minor to engage in sexually explicit conduct, or exposing the minor to sexually explicit conduct. Neglect includes the failure to make reasonable efforts to prevent the infliction of abuse upon a person under age 18.

2nd Story-run or -affiliated programs and activities means programs or activities that 2nd Story operates or sponsors or in which 2nd Story employees, independent contractors, collaborators, and volunteers engage through their 2nd Story roles.

Interacting with Youth and Children

1. During the onboarding of individuals who will be involved in or leading 2nd Story-run or -affiliated programs that engage young people under the age of 18, expectations of conduct will be clearly communicated.
2. When an individual has reasonable cause to believe that a violation has occurred, the individual shall report the violation to one of the channels outlined at the end of this policy.
 - a. Example violations may include: an individual giving a youth an expensive individual gift, an individual sending secretive texts to a youth, bullying behavior between two youth, Romantic/sexual relationship between a mentor and mentee (even when mentee is 17 or older), inappropriate interactions on social media such as sending lewd photos or messages.
3. For situations resulting in the decision to report the violation to DCFS or Law Enforcement, employees shall follow the relevant policy and procedure.
 - a. [DCFS Directory](#)
 - i. Advocacy Office for Children and Families: 800-232-3798; 217-524-2029
 - ii. Child Abuse Hotline: 800-25-ABUSE (800-252-2873)
 - iii. Report missing, abducted or runaway DCFS youth in care: 866-503-0184
 - iv. Youth Helpline: 800-232-3798
4. For situations not resulting in the decision to report to an outside entity, the individual and 2nd Story leadership team shall take immediate action regarding the violation by:
 - a. Corresponding with the Board Governance committee (if the person causing a violation is an employee of 2nd Story) or corresponding with the necessary parties involved (if the person causing a violation is a youth participant).
 - b. Documenting the situation.
 - c. Creating, documenting, and executing a plan to directly speak to any youth/employees involved in the violation separately while maintaining privacy and confidentiality.
5. After completion of the above steps, the employee and supervisor will determine if and when to notify the family of the situation. The decision to notify will be made on a case by case basis with the safety of the young person as the paramount factor. If a 2nd Story employee, independent contractor, collaborator, and/or volunteer violates this code while in a school setting, 2nd Story will notify the school principal.
 - a. Failure to timely report alleged and/or suspected violations may result in disciplinary action.
6. Removal + Re-entry policy for 2nd Story who are under investigation:
 - a. As soon as something is reported, the 2nd Story employee, independent contractor, collaborator, and/or volunteer will be temporarily removed from 2nd Story until the investigation is complete.

- b. Once the investigation is completed and if a 2nd Story employee, independent contractor, collaborator, and/or volunteer is found liable, that person will be permanently banned from the space.

Guidelines and Responsibilities

When participating in 2nd Story-run or -affiliated programs and activities, collaborators must:

- Always be vigilant in protecting the well-being and safety of minors with whom they interact on campus or elsewhere.
- Review the informational material about [the signs of abuse and neglect of minors](#).
- Watch for signs of minor abuse or neglect and promptly report suspected instances of abuse or neglect, or violations of this policy or law, to 2nd Story.
- Be in immediate communication with 2nd Story if someone's safety is compromised.

Anti-Harassment Policy

2nd Story is committed to a work environment in which all collaborators are treated with respect and dignity. Each collaborator has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email).

Sexual Harassment Defined

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of

unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female collaborators and not males) may also constitute discrimination if it is severe or pervasive and directed at collaborators because of their sex.

Retaliation Is Prohibited

2nd Story prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. 2nd Story strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to 2nd Story's mission, vision, and values, or who have concerns about such matters should report incidents immediately. Contact information for all key staff is included on the final page of this policy.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, 2nd Story strongly urges the prompt reporting of complaints or concerns so that constructive action can be taken.

The Response: Our Approach to Interpersonal Harm

2nd Story approaches incidents of conflict and harm from a restorative and transformative model of justice, rather than a punitive one. This community-oriented methodology focuses on prioritizing the needs of the person, or people, who have been harmed and continuing to build community, as opposed to a rigid system of if/then consequences that punishes the perpetrator and moves on.

Some of our general operating principles as we think about this approach are:

- **Different situations are different.** In situations with interpersonal conflict, violence, or harm, context matters. Context can influence how we handle different situations. With the

people involved, the harm done, the aftermath, we will be flexible and intentional in identifying an appropriate path for resolution. recommendations.

- **Community accountability.** When an incident occurs, 2nd Story believes a response requires recognition and repair. The work of healing and addressing harm is a collective action that will be supported by other collaborators and those closest to the people involved. This model, over a punitive model, is more empowering for those who have been harmed and offers a pathway for change for the perpetrator. In this process, we center the person, or people, who have been harmed, while also holding onto the thought that nobody is disposable.
- **Nobody is disposable.** While community accountability centers the needs of the harmed, it does not abandon the perpetrator. There may be consequences, including limited (or no) access to 2nd Story and its community, but there will also be opportunities for repair.
- **Conflict can be addressed individually.** While 2nd Story is available to address and facilitate conflict, if people at conflict believe that they can resolve it individually through direct communication, they are welcome to do so. 2nd Story invites the parties involved in the conflict to share this information with the organization as appropriate, even if it has been resolved.

We acknowledge that these principles are broad and nuance is an essential part of the conversation and process. This is a living document that will be updated as needed. If you have additional ideas, please feel free to get in touch using the contact information provided.

What Community Accountability Can Look Like In Practice

In the event of an incident of harm or conflict, 2nd Story uses the model from Philly Stand Up. An infographic is included at the end of this document.

After an incident, the following may occur: a person can inform the organization via the reporting channels below. This person may or may not be the person who was directly involved or harmed. This report provides the opportunity to indicate the severity and urgency of the harm, as well as the desired level of response, if any is anticipated.

If an organizational response is requested, 2nd Story staff will evaluate the situation and gather additional information from involved parties (this would include the person who was harmed and the perpetrator, as well as any witnesses, the person who filed the report, etc). After these initial conversations, 2nd Story will have an additional conversation with the person who has been harmed to clarify their goals and needs. Then, 2nd Story would move forward with specific individual remedies for them, which might include things such as: a mediated conversation, or a larger healing circle, and so forth. These steps may be repeated and may involve an outside community accountability facilitator.

2nd Story emphasizes that resolution or a repair plan may not mean the work of individual and communal healing is done. Patterns can re-emerge and a systemic issue may need continued monitoring from staff and/or the community, even if the person who was harmed or perpetrator are no longer involved. Processing may also continue with organizations and professionals outside of 2nd Story. 2nd Story emphasizes its responsibility to its community and empowers individuals to continue to follow recommendations and seek external resources as needed for their wellbeing.

Individuals and Conduct Covered

These policies apply to all collaborators, and prohibit harassment, discrimination, and retaliation whether engaged in by fellow collaborators, by a supervisor or manager or by someone not directly connected to 2nd Story (e.g., an outside vendor, consultant or volunteer).

Conduct prohibited by these policies is unacceptable in any 2nd Story-related setting including business trips, business meetings, and business-related social events related to 2nd Story or CultureBuilds programming.

Additional References & Resources

- [Fumbling Towards Repair: A Workbook for Community Accountability Facilitators](#) by Mariame Kaba
- [Community Accountability | INCITE!](#)
- [Community Accountability Toolkit | creative interventions](#)
- [Community Accountability Working Document | INCITE!](#)
- [STOP \(Storytelling & Organizing Project\) | creative interventions](#)

Whistleblower Policy

A collaborator who in good faith believes that activities of 2nd Story or of an employee or collaborator violate federal law or the laws and regulations of the State of Illinois or the City of Chicago or that improper accounting entries, violations of internal accounting controls, or improper auditing matters are being implemented shall notify the Board President of such activities.

Any collaborator who in good faith makes a disclosure pursuant to this policy shall be protected from any retaliation. "Retaliation" includes taking any action harmful to the collaborator including interference with the collaborator's employment or livelihood.

2nd Story will treat all disclosures by such whistleblowers as confidential and privileged to the fullest extent permitted by law. 2nd Story will exercise particular care to keep confidential the identity of anyone making a disclosure under this procedure until a formal investigation is

launched. Thereafter, the identity of the person making the disclosure may be kept confidential, if requested, unless such confidentiality is incompatible with a fair investigation, unless there is an overriding reason for identifying or otherwise disclosing the identity of the whistleblower, or unless such disclosure is required by law. In this instance, the person making the disclosure will be so informed in advance of their being identified with the disclosure.

Reporting Channels

2nd Story actively welcomes your feedback. If you'd like to lift up something that we're doing well, that's always useful to hear. If you see us not living up to our values, we invite you to share your critique.

Any collaborator wishing to be in communication with 2nd Story about this policy, or who wishes to inform 2nd Story of behavior that is in conflict with this policy, may do so through the following avenues:

- Want to email a member (or members) of 2nd Story's leadership team directly?
 - Please refer to the contact information provided below:
 - Amanda Delheimer, Artistic Director - amanda@2ndstory.com
 - Lauren Sivak, Managing Director - lauren@2ndstory.com
 - Matthew Braun, Board President - mjbraun@leydenjar.com
 - Stacey Saunders, Board Vice President - stacey.saunders8@gmail.com
 - Danielle Zille, HR & Finance Committee Chair - dzille028@gmail.com
 - Liz Rice, Company Manager - lizrice@2ndStory.com
- Want to email the entire 2nd Story leadership team in a single email?
 - Please send an email to letusknow@2ndstory.com.
 - This email automatically sends to the same list above, i.e. 2nd Story's:
 - Artistic Director
 - Managing Director
 - Board President
 - Board Vice President
 - Chair of HR & Finance Committee
 - Company Manager
- Want to get in touch anonymously?
 - [Please do so through this form.](#)
 - When a form is submitted, it is automatically sent to the same group of people that are listed above.

PHILLY STANDS UP

Accountability Road Map

An Accountability road map sketches out a process to give it structure while clarifying intentions, goals and allowing you to get a sense of the trajectory and the big picture. Because accountability processes are never linear or clear cut, we use a road map instead of an agenda; Road maps have ample room for construction, road blocks and detours. They help you maintain sense of your over all goals, while remaining flexible and open to re-routing paths and re-imagining the journey once you've started.

The Five Major Phases of Accountability Processes

There are endless ways to map out phases of an accountability process, but here are the five most common phases we have charted in our work and experience:

1. Identifying Behaviors

The first step in a process is that a person must have an awareness and understanding of the actions and behaviors for which they are being called out. This is foundational and can sometimes take longer to accomplish than you might imagine.

2. Accepting Harm Done

Building on the understanding of what specific behaviors led them to this accountability process, the next step is to acknowledge in what ways these behaviors were harmful—even if harm wasn't their intention. This is the seed of one of the most frequent goals in a process: building empathy.

3. Looking for Patterns

Making Comprehensive change to prevent future assault requires broadening the focus beyond the isolated incident(s) that precipitated this process. This means identifying and naming the person's history of abusive/harmful actions and contextualizing these behaviors in their underlying assumptions and socialization.

4. Unlearning Old Behaviors

The process of breaking habits starts with identifying harmful dynamics and then deepens beyond naming to analysis and understanding. Gaining an awareness and determining the kinds of situations that trigger or enable abusive or harmful behaviors and then having clear strategies to avoid and diffuse the potential path for harm.

5. Learning New Behaviors

Building new positive/healing patterns of behavior goes hand in hand with breaking down the old harmful patterns. One of the tools in this stage is role play, where a person can rehearse their consent practices, graceful acceptance of criticism, disclosure strategies, etc. Also important is becoming

familiar with their resources to support positive and new behavior [affordable therapy, sites to find jobs, a clearly defined network of supportive friends, membership to the gym, etc.] This phase is very much about understanding the ways to build new behaviors so this skill becomes sustainable and fueled by self reliance.

