



DEIB POLICY

Diversity, Equity, Inclusion, & Belonging

as of August 28, 2023

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OUR DEIB STATEMENT

Houses on the Moon Theater Company was founded in 2001 with a mission to dispel ignorance and isolation through the theatrical amplification of unheard voices. Through creative workshops, original performances, post-show conversations, and accessible ticketing, Houses on the Moon unites communities through the public sharing of untold stories.

We recognize that we exist within a society that suffers greatly from systemic racism and an unjust power structure, and that we as an organization must continually work to embody our core principles, actively combat oppression, and support true equity.

As we continue our mission, we are continuing our growth.

Build With Us

OUR PLEDGE

Houses on the Moon has always been centered around artists, the artistic process, and the diverse communities and non-traditional audiences we serve. As our company continues to grow and evolve, we pledge a commitment to the following:

- Expanding our Staff and Board of Directors to include more BIPOC individuals/members, and prioritizing equity, diversity, inclusion, and belonging in our hiring practices.
- Continuing to amplify unheard stories through the creation, development, and production of BIPOC-led artistic projects.
- Mindfully curating and employing artistic and production teams for each of our projects that reflect the voices, cultures, perspectives, and lived experiences these stories depict.
- Creating space and being intentional with conversations between our administrative activities and Board meetings to address diversity, equity, inclusion, belonging, hierarchy of human value, and bias in our work culture; building safe and brave constructive channels through which staff, artists, and Board members may voice their concerns and/or report instances of discrimination.
- Ensuring our work's accessibility by providing accommodations for audiences, artists, and participants of all physical abilities and neurological diversities.

Anti-Harassment Policy:

HOTM is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, HOTM requires that all relationships among persons in the workplace be business-like and free of bias, prejudice and any type of harassment.

INTRODUCTION

This Diversity, Equity, Inclusion, and Belonging (DEIB) policy aims to create and maintain a work environment that values, respects, and embraces all employees' unique backgrounds, experiences, and perspectives. This DEIB policy will guide Houses on the Moon (HOTM) to foster a diverse, equitable, and inclusive workplace, ensuring that all employees have equal access to opportunities, resources, and support.

The primary objectives of this DEIB policy are to:

1. Promote diversity
2. Ensure equity
3. Foster inclusion
4. Harness the power of belonging
5. Enhance organizational culture
6. Improve business performance
7. Comply with legal and ethical standards
8. Enhance the organization's reputation
9. Live up to our mission

SCOPE

This DEIB Policy is applicable to all employees, vendors, contractors, board members, and creatives; and affects all organizational departments and areas.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace such as business trips, business meetings, and business related social events.

Retaliation is prohibited against any individual who reports discrimination or harassment, or participates in any investigation of such reports. Retaliation against any individual for reporting discrimination or harassment, or for participating in any investigation relating to these reports, is a serious violation of this policy and will be subject to disciplinary action.

ACCOUNTABILITY

Assigning roles and responsibilities to various stakeholders within HOTM ensures accountability, fosters commitment, and encourages collaboration in promoting diversity, equity, inclusion, and belonging.

Senior Leadership: Co-Founder and Artistic Director, Managing Director, and Director of Strategic Planning & Cultural Affairs

- Set the strategic direction and vision for DEIB within HOTM
- Model inclusive behaviours and demonstrate a commitment to DEIB principles
- Allocate resources (financial, human, time) to support DEIB initiatives
- Communicate the importance of DEIB to HOTM and hold leaders and managers accountable for progress
- Develop, implement and review DEIB policies and initiatives
- Ensure that recruitment, hiring, promotion, and compensation policies are fair, equitable, and unbiased
- Provide training and resources on all DEIB topic to employees
- Monitor and analyze DEIB metrics to evaluate progress and inform decision-making
- Address concerns and complaints related to discrimination, harassment, or violations of the DEIB policy
- Foster an inclusive work environment within their teams and departments
- Ensure fair and equitable treatment of all team members, addressing any biases or disparities
- Participate in DEIB training and education to build their own competence and understanding
- Support team members in accessing resources and opportunities for growth and development

Employees, Board Members, Artists, Volunteers, Consultants, etc

- Actively engage in DEIB training and education to build their own awareness and understanding
- Treat colleagues with respect and support an inclusive work environment
- Contribute to DEIB initiatives, such as employee resource groups or diversity committees, as appropriate
- Speak up when witnessing discrimination, harassment, or violations of the DEIB policy and report incidents to appropriate channels
- Provide feedback on DEIB efforts and participate in ongoing conversations about diversity, equity, inclusion, and belonging within HOTM

REPORTING & RESOLUTION

HOTM is committed to fostering a safe and inclusive workplace. HOTM prohibits and does not tolerate discrimination or harassment of any kind. As such, this is the process for reporting and resolving any discrimination, harassment, microaggressions, or other behaviours that violate HOTM's DEIB Policy:

- Complaints or concerns should be submitted via this google form <https://forms.gle/9TJopdfk3QaJZXiy5> . Aaliytha Stevens and/or Susan Goodwillie are the points of contact for any DEIB reports/complaints. You have the option to remain anonymous using this form. Please keep in mind, if you'd like to receive follow up information, we will need to know how best to contact you.
- After receiving the google form, Aaliytha and Susan will investigate your complaint/concern, and will do so confidentially. When reporting, please be specific about the incident or behaviour you are reporting, with as much detail as possible. Please provide supporting evidence, if possible, but not mandatory. All complaints/concerns will be given the attention they need, without evidence.
- Aaliytha or Susan will provide you with a timeline of how the issue will be resolved. Disciplinary action will be taken against any subject found to have violated HOTM's DEIB policy.

Please Note: If you are not comfortable reporting your complaint/concern to Susan or Aaliytha (for whatever reason), please feel free to submit your report to Emily Weiner at emily@housesonthemoon.org or Rashad Chambers (board member) at rvc@esquireentertainment.com

HOTM strongly encourages early reporting and intervention, as they have been proven most effective.

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counselling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, whichever HOTM deems appropriate for the situation at hand.

TRAINING & EDUCATION

DEIB Trainings are crucial for promoting a safe and inclusive workplace. It increases awareness, fosters empathy and understanding, promotes equitable practices, improves communication, increases employee engagement and retention, enhances brand reputation, and improves business outcomes.

For this reason, each HOTM employee, consultant, creative, and board member is mandated to participate in yearly trainings on:

- Unconscious Bias
- Inclusive Leadership
- Anti-Harassment
- Intersectionality
- Cultural Competence

Trainings are to be provided by HOTM and are given priority in our yearly budget.

REVIEWS AND UPDATES

HOTM's DEIB Policy will undergo a bi-yearly review by the leadership team (Co-founding Artistic Director, Managing Director, Director of Strategic Planning & Cultural Affairs), and the Board of Directors. HOTM employees, consultants, creatives will be required to give feedback on the policy as well.

As a result, bi-yearly revisions to this policy will be implemented and dispersed to all HOTM employees, consultants, creatives, and board members. Each will be required to acknowledge receipt.

RESOURCES

DEIB GLOSSARY

DEIB is a complex and nuanced field that includes a variety of terms and concepts. Understanding these terms is essential to creating a more inclusive workplace that values diversity, promotes equity, and fosters a sense of belonging for all employees, consultants, creatives, and board members.

Diversity: The condition of being different or having differences. Differences among people with respect to age, class, ethnicity, gender, health, physical and mental ability, race, sexual orientation, religion, physical size, education level, job and function, personality traits, and other human differences. Some describe organizational diversity as social heterogeneity.

Equity: Fair treatment for all while striving to identify and eliminate inequities and barriers

Inclusion: The intentional and ongoing efforts to create a sense of belonging for individuals, including those from marginalised and underrepresented groups.

Belonging: A human emotional need to affiliate with and be accepted by members of a group. We feel belonging at work when we are: 1. Seen for our unique contributions, 2. Connected to our coworkers, 3. Supported in our daily work and career development, and 4. Proud of our organization's values and purpose.

Ableism: (Talila "TL" Lewis working definition) A system of assigning value to people's bodies and minds based on societally constructed ideas of normalcy, productivity, desirability, intelligence, excellence, and fitness. This system leads to the intentional or unintentional discrimination or oppression of disabled people.

Audism: Discrimination against deaf and hard-of-hearing individuals rooted in the historical belief that deaf people were savages without language, equating verbal language to humanity and worth.

DEIB GLOSSARY (cont...)

Diversity v. Inclusion v. Belonging: Diversity typically means proportionate representation across all dimensions of human difference. Inclusion means that everyone is included, visible, heard and considered. Belonging means that everyone is treated and feels like a full member of the larger community, and can thrive.

Microaggression: A comment or action that unconsciously or unintentionally expresses or reveals a prejudiced attitude toward a member of a marginalized group, such as a racial minority. These small, common occurrences include insults, slights, stereotyping, undermining, devaluing, delegitimizing, overlooking or excluding someone. Over time, microaggressions can isolate and alienate those on the receiving end, and affect their health and wellbeing; a term used for brief and commonplace daily verbal, behavioral, or environmental indignities -- intentional or unintentional -- that communicate hostile, derogatory, or negative prejudicial slights and insults typically directed at marginalized groups.

Medical Model of Disability: Emphasizes impairments and focuses on the impairment as the cause of disabled people being unable to access goods and services or being able to participate fully in society and puts the onus on disabled people to be “fixed” or adapt to societal barriers.

Social Model of Disability: Developed by disabled people. Regards disability as a socially constructed experience that identifies systemic barriers, negative attitudes and exclusion by society, intentionally or unintentionally, as contributory factors in disabling people. The social model distinguishes between impairment and disability. Impairment is described as a characteristic that may or may not result from an injury or health condition which may affect a person’s appearance or functioning of their mind or body. The disability experienced is often caused by the approach taken by society/individuals which fails to take account of people with impairments and their associated needs.

White Supremacy: An ideology where white people are believed to be superior to nonwhite people. This fallacy is rooted in the same scientific racism and pseudo-science used to justify slavery, imperialism, colonialism, and genocide at various times throughout history.

DEIB GLOSSARY (cont.)

Privilege: The advantages, opportunities, and benefits that individuals may receive based on their social identity often without conscious awareness or effort

Systemic Oppression: The ways in which systems and institutions perpetuate inequality and disadvantage for individuals from underrepresented and marginalised groups

Intersectionality: The recognition and study of the ways in which multiple aspects of identity (such as race, gender, disability, and sexuality) intersect and interact to create unique experiences of oppression and privilege.

Bullying: Repeated or unreasonable downgrading through words, action, and communication which erodes self-confidence and undermines self-esteem of an individual or group. It includes behaviour that intimidates, offends, degrades, or humiliates an individual or group.

Additional resources and more comprehensive glossary terms:

https://edib.harvard.edu/files/dib/files/dib_glossary.pdf

<https://www.understood.org/en/articles/disability-inclusion-glossary>

WORDS/PHRASES TO AVOID

Able-bodied

Alternative - non-disabled

History: This phrase implies that differently abled individuals are not “able”

Blacklist

Alternative · Avoid, Boycott

History: While the term isn’t historically linked to racism it reinforces notions that black=bad and white=good.

Cakewalk

Alternative · Simple

History: The cakewalk originated as a dance performed by enslaved Black people on plantations before the Civil War. Owners held contests in which enslaved people competed for cake. The dance – and the idiom – was later popularized through minstrel shows.

Chop Chop

Alternative · We need to get this done quickly

History: This phrase comes from the Cantonese word kap, or “make haste.” It is generally used condescendingly to someone the speaker considers to be below them in status.

Crack the whip

Alternative · Let’s get to work

History: Harsh literal meaning dating back to American Slavery

Crazy

Alternative · bizarre, absurd

History: Incorrect labeling and generalizing those struggling with mental health or a disability.

WORDS/PHRASES TO AVOID (cont...)

Ghetto

Alternative · Acting poorly

History: 1) Used to describe poor manners or behavior when referring to Black people.

2) Physical ghettos were neighborhoods where Jewish people were segregated from the greater population.

Grandfathered In

Alternative · The old rules apply

History: Referring to the “grandfather clause” adopted by Southern states during the Reconstruction Era. Under it, anyone who was able to vote before 1867 was exempt from the literacy tests, property requirements and poll taxes needed for voting. But enslaved Black people were not freed until 1865, and were forced to meet unfair requirements to vote.

Chinese Auction

Alternative - Penny Social, Chance Auction

History: Term refers to Chinese laborers who were paid low wages, hence Chinese came to mean “cheap” in American slang. Since the raffle tickets are inexpensive, they were characterised as this offensive term.

Guru

Alternative · Expert, Teacher, Aficionado

History: In the Buddhist / Hindu traditions, the word is a sign of respect. Using it casually negates its original value.

Hip Hip Hooray

Alternative · Bravo, Congratulations
History: This term was connected to anti-Semitic demonstrations that started in Germany in the 19th century. Germans cheered "hep hep," a German herding call, as they forced Jews from their homes across Europe.

Lame

Alternative · flimsy, pathetic, unconvincing

History: Bringing negative connotation to a word used medically to describe a disability.

WORDS/PHRASES TO AVOID (cont...)

Master Doc

Alternative · Primary, Hero, Main

History: Dating back to Slavery, particularly Slave Owners who served as the ‘Master.’

Peanut Gallery

Alternative · Audience, heckler, critic

History: The term dates back to the vaudeville era of the late 19th century and referred to the sections of the theater where Black people typically sat.

Pow Wow

Alternative · Let’s chat, internal, touch base

History: Powwows are enormous celebrations to celebrate Native heritage, art, and community. Reducing and repurposing this phrase as a quick touch base is offensive and disrespectful.

Sold Down The River

Alternative · Betrayed

History: The term has a hardly literal meaning relating to slaves being sold down the Mississippi River to plantations with known harsher conditions.

Uppity

Alternative · Self-Important, Arrogant

History: A term used by white people in the Jim Crow era to describe Black people they believed weren’t showing them enough deference.

Additional resources:

<https://www.rwjbh.org/why-rwjbarnabas-health-/ending-racism/say-this-not-that/>

<https://www.businessinsider.com/offensive-phrases-that-people-still-use-2013-11#10-eeenie-meenie-miney-moe-10>

