

Concern Resolution Path

Creating a safe and comfortable environment for all members of our team is important to this company. We take concerns seriously and seek to address issues in a sensitive and timely manner. The following individuals are available to help you resolve any concerns or issues that may arise. We encourage concerns of Level Two and above to be made in writing when possible.

Level One

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.

Level Two

If you are not comfortable directly addressing the individual(s) involved, or if no resolution can be agreed upon, your next points of contact can be any of the following:

NAME: _____
TITLE: Stage Manager
EMAIL: _____
PHONE#: _____

NAME: _____
TITLE: Director
EMAIL: _____
PHONE#: _____

NAME: _____
TITLE: Actor Student Representative
EMAIL: _____
PHONE#: _____

Level Three

If an issue has not been resolved through Levels One and Two, the Actor Student Rep will coordinate with you and the department faculty to set up a formal meeting to discuss the issue. At this meeting the Actor Student Rep will serve as your advocate to represent you during the conversation. You may choose to be present or not depending on your comfort level.

After each meeting, you and the Actor Student Rep will meet to discuss if the issue has been adequately addressed or if further action is necessary. Next steps could include more meetings with the department, with other students, and/or proceeding to Level Four.

Level Four

If an issue has not been resolved through Levels One, Two, or Three, or if you are an individual named in Level Three who needs assistance to resolve the issue, your next point of contact is the Dean of Students. A Student Life Representative will assist in mediating further conversation with the department or guiding the issue through existing Earlham policies.