

Concern Resolution Procedure

Updated 3/12/25

If you encounter concerns during your employment at the Utah Shakespeare Festival, or believe there has been a violation of policies or procedures that you wish to report, please do not hesitate to voice your concerns following this communication pathway:

- 1) **Level One:** We encourage you to first address your concern directly with the individual(s) involved to resolve the conflict, if appropriate and if you feel safe doing so. This helps to foster an honest and open community and is often the fastest path to resolution.
- 2) **Level Two:** Please seek assistance from your supervisor, Company Manager, or Stage Manager, for any concerns outlined below, or if attempts for resolution through Level One were unsuccessful:

RESOURCE	FOR THE FOLLOWING CONCERNS / COMPLAINTS / QUESTIONS:
Supervisor	Work requirements, scheduling, safety, communication issues related to your department, a production, or the running of a show, conduct violations, help determining the best people with whom to address a concern.
Company Manager	Housing, company relations, inclusion concerns outside of production, illness
Stage Manager(s)	Any show-specific concerns, including but not limited to safety, communication, scheduling, AEA questions or concerns with a creative team member or design for a specific production.

- 3) **Level Three:** If you are an individual named in Level Two, are reporting a concern about an individual named in Level Two, have more overarching concerns, or your attempts to resolve concerns through Levels One and Two have failed, please seek out:

RESOURCE	FOR THE FOLLOWING CONCERNS / COMPLAINTS / QUESTIONS:
Tanya Searle Festival Stage Manager	AEA questions, stage management, calendar and scheduling, understudies, artistic concerns.
Richard Girtain Production Manager	Concerns within Production departments.
Michael Bahr Executive Managing Director	Staff personnel, legal, handbook, inclusion concerns, conduct violations
John DiAntonio Artistic Director	Artistic concerns, inclusion concerns related to productions
Kami Paul General Manager	AEA, SDC, and USA questions, budget, personnel, legal, handbook
Tessa Douglas Director, Office of Equal Opportunity, Title IX Coordinator	Harassment, violence, discrimination, supportive measures and resources for those impacted by the behaviors listed.
Employee Assistance Program Call 1-800-280-3782 Code SUU	Confidential support for employees for many situations, including but not limited to conflicts, stress, depression, job pressures, legal advice, finances, relationships, grief, drugs/alcohol, eating disorders.

- 4) **Level Four:** If your complaint is with the executive managing director, or your concern was not resolved through the first three reporting levels, you are welcome to contact SUU Human Resources directly at 435-865-8572 or online at <https://www.suu.edu/hr/contact.html>

Please know that all supervisors are **required** to report suspected violations of SUU policy, state and/or federal laws to [SUU's incident reporting system](#). SUU departments, including equal opportunity, risk management, public safety, legal, and other relevant staff will investigate reported complaints. Confidentiality may not be possible but will be preserved when it is possible. Any retaliation against employees who report concerns will not be tolerated.

We recognize that there are certain situations where an individual may not be comfortable discussing with the individuals listed above. In such cases, please talk to a staff member with whom you are comfortable or use the SUU [Incident Reporting System](#). Even if your communication does not follow this path, we would rather have you talk to someone than not.