



CARAMIA
THEATRE
CELEBRATING 25 YEARS

Anti-Discrimination Policy

Objective

Cara Mía Theatre 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, Cara Mía Theatre expects that all relationships among persons in the office will be business-like and free of explicit bias, prejudice, and harassment.

Cara Mía Theatre has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination, and retaliation. Cara Mía Theatre will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the Managing Director, Executive Artistic Director, or a member of the Board of Directors.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Cara Mía Theatre prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal employment opportunity

It is the policy of Cara Mía Theatre to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Cara Mía Theatre prohibits any such discrimination or harassment.



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Retaliation

Cara Mía Theatre encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Cara Mía Theatre to promptly and thoroughly investigate such reports. Cara Mía Theatre prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual harassment

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: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) 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.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work 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 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, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age,



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disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Cara Mía Theatre (e.g., an outside vendor, consultant or customer).

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

Reporting an Incident of Harassment, Discrimination or Retaliation

Cara Mía Theatre encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of the personnel practices committee, human resources or any ombudsman. See the complaint procedure described below.

In addition, Cara Mía Theatre encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Cara Mía Theatre recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure



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Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Managing Director, Executive Artistic Director, or a member of the Board of Directors.

Cara Mía Theatre encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Cara Mía Theatre will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Cara Mía Theatre believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to Cara Mía Theatre's executive director or the chief operating officer.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.



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Anti-Harassment Policy

Purpose

Harassment in all of its forms has a negative impact on employees and the overall productivity and profitability of Cara Mía Theatre. An employee who is harassed may suffer from a range of physical, mental and emotional stresses that may reduce their wellbeing, keep them away from work, and negatively affect their productivity. A harassed employee may even resign, which decreases morale and increases both turnover and labor-related costs.

Cara Mía Theatre is committed to the prevention and eradication of harassment in the workplace in all its forms. Harassment is against the law and will not be tolerated under any circumstances by Cara Mía Theatre. The purpose of this policy is to prevent harassment in the workplace, to communicate the rights and responsibilities of those involved in a harassment claim, and to alleviate effects in the event harassment does occur.

Scope

This policy applies to all employees of Cara Mía Theatre, regardless of status or position, including temporary workers, contractors and consultants.

This policy also applies to any acts of harassment that may occur between employees and non-employees (potential employees, customers, clients, vendors, business partners, couriers, etc.).

Responsibilities

Cara Mía Theatre and members of the management and executive team are responsible for receiving, mediating and investigating harassment complaints. This includes having a thorough knowledge of procedure, the extent of limits of their decision-making and action-taking authority, and how to support the employees involved.

An employee making a claim of harassment will be expected to follow the stated procedure for filing a claim.

An employee accused of harassment will be immediately informed of the charge, their rights and responsibilities, and the possible penalty if found guilty.

All parties involved in a harassment claim will be informed of the nature of the investigation to take place (if any), who will make the decisions, and whether the decision can be appealed.

To prevent conflict of interest, the individual charged with investigating the claim and the individuals charged with providing counseling support to those involved should not



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be the same person, nor should these individuals possess any bias for or against either the claimant or the accused.

Definitions

- Harassment – Unwelcome behavior that embarrasses, demeans or humiliates another, which any reasonable person would recognize as unwelcome. Harassment can take the form of actions (e.g. touching), displays (e.g. posters), and comments (e.g. joking).

Governing Laws and Regulations

United States

- Civil Rights Act

Policy

General Principles

1. All employees have the right to work in a harassment-free environment.
2. All employees have a responsibility to treat others with respect.
3. Executives and managers at Cara Mía Theatre must commit to identifying, mitigating and eliminating discrimination in the workplace in order to promote a safe and healthy work environment for everyone.
4. All employees of Cara Mía Theatre are encouraged to speak up, even directly with the harasser, when they see harassment occurring and feel safe to do so.
5. Harassment is prohibited related to race, national or ethnic origin, color, religion, age, gender, sexual orientation, marital or family status, disability, or differences in authority. Harassment also includes an individual being ostracized by colleagues.
6. Other demeaning or disrespectful behavior not addressed by the prohibited grounds stated above is prohibited.
7. All claims of harassment will be taken seriously and investigated promptly.
8. Even if no formal complaint has been filed, management has the responsibility to resolve instances of harassment as soon as the instance has been brought to their attention.

Sexual Harassment

1. Often sexual harassment takes place between people of unequal power in the workplace or is directed towards someone in a position of vulnerability due to their being in the minority.



2. Sexual harassment includes offensive, unwelcome, or intimidating behavior relating to a person's gender, or could reasonably be thought to put sexual conditions on a person's employment or employment opportunities. Examples of these behaviors include:
 - a. Touching a person in a sexual way.
 - b. Commenting on someone's sexual attractiveness or unattractiveness.
 - c. Persistence in asking for a date after having been refused.
 - d. Discussions or questions about a person's sexual life.
 - e. Looking or staring at someone in a sexually suggestive way.
 - f. Writing sexually suggestive messages.
 - g. Displaying images of a sexual nature.
 - h. Telling someone that they are not suited to a particular job because of gender.

Abuse of Authority

1. Abuse of authority occurs when a person unreasonably uses their power or authority to interfere with an employee or an employee's job. It includes intimidation, threats, coercion, and humiliation. It does not include normal managerial activities such as performance appraisal, counseling and discipline as long as they are not done in a discriminatory manner.

Harassment Complaints

1. Many employees are afraid to file a harassment complaint for fear of embarrassment, retaliation, job loss, rejection by colleagues, or not being believed. A complaint-free workplace does not guarantee that harassment problems do not exist.
2. Harassment complaints may be informal or formal.
 - a. Informal – These complaints do not involve a formal investigation, report or decision and are usually initiated by an employee in order to gain help, advice or intervention.
 - b. Formal – These complaints typically result in investigation, a report, and a final decision on action to be taken.
3. An employee making a claim of harassment will be protected in the following ways: confidentiality, protection from reprisal, etc.
4. Mediation by an objective third-party may be made available to resolve complaints, but only with the consent of both the complainant and the accused. Mediation can be terminated at any time and escalated to a formal investigation.
5. The formal process for resolving harassment claims is:



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- a. Filing a complaint – File formal harassment complaints with Ariana Cook, Managing Director or David Lozano, Executive Artistic Director.
 - b. Investigating a complaint – An objective investigator will be assigned by the Ariana Cook, Managing Director. This individual will interview all parties involved in the complaint, as well as witnesses, to determine the veracity of the claim.
 - c. Reporting of findings – The report will state who was interviewed, what questions were asked, conclusions, and recommended remedies and/or actions.
 - d. Decision-making and appeals – A decision will be made Ariana Cook, Managing Director within 14 days of receipt of the findings report. The decision will (and must) follow directly from the information in the findings report. Both the complainant and the harasser have 14 days from the announcement of the decision to launch an appeal of that decision.
 - e. Remedies for the victim – Remedies can include an apology from Cara Mía Theatre, an apology from the harasser (if appropriate), and financial compensation if applicable.
 - f. Corrective action for the harasser – Corrective action can include written reprimand, leave without pay, demotion, and/or termination.
6. All employees found guilty of harassment will be required to undergo additional anti-harassment training, assuming they are still employed by Cara Mía Theatre at the conclusion of the claim investigation.
7. If an employee is unsatisfied with the outcome of the internal harassment investigation, he or she may contact the following:
- a. Texas Workforce Commission
 - b. Police (in the event of criminal offense, such as physical or sexual assault)

Non-Compliance

Violations of this policy will be treated like other allegations of wrongdoing at Cara Mía Theatre. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for violation of this policy may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of system access;
- Disciplinary action according to applicable Cara Mía Theatre policies;
- Termination of employment; and/or
- Legal action according to applicable laws and contractual agreements.



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Agreement

I have read and understand the Anti-Harassment Policy. I understand that if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or company policy.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

DATE: _____



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Cara Mía Theatre Sexual Harassment Policy

Including Educational Programs

Complaint Procedure:

The sexual harassment complaint may be filed with the Camp Director(s) or Cultural Center Staff. If the individual feels uncomfortable, the complaint may be filed with the Program Director (David Lozano) or Managing Director (Ariana Cook). Each school site will have Harassment/Discrimination Complaint Forms available. However, the complaint may also be verbal. Contact Information for Camp Directors, Cultural Center Staff, Program Director and Managing Director attached below.

Staff must complete his or her investigation within ten (10) working days of receipt of the complaint. The investigation and the final report are confidential.

Additional information can be found below.

I. Prohibited Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic/artistic status or progress.
- Submission to or rejection of the conduct by an individual is used as the basis for academic/artistic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's academic/artistic performance, or of creating an intimidating, hostile or offensive educational environment.
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, programs, or activities available at or through the summer camp.

Types of conduct which are prohibited and which may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual flirtations or propositions
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal



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conversation

- Sexual jokes, notes, stories, drawings, pictures or gestures
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Touching an individual's body or clothes in a sexual way
- Purposefully cornering or blocking normal movements
- Limiting a student's access to educational tools
- Displaying sexually suggestive objects

II. Notifications

A copy of the Sexual Harassment Policy shall:

1. Be sent to all camps with instructions that the Sexual Harassment Policy must be posted in the Main Offices and copies passed out to Teaching Artists;
2. The Sexual Harassment Policy will be distributed at the Orientation meetings with instructions that it must be posted in the Main Office and passed out to Teaching Artists.

III. Enforcement

The Camp Directors or designee shall take appropriate actions to reinforce the camp's sexual harassment policy. As needed, these actions may include any of the following:

1. Notifying parents/guardians
2. Notifying Child Protective Services
3. Taking appropriate disciplinary action. In addition, the Program Director or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment that he/she knew was not true.

IV. Sexual Harassment

Cara Mía Theatre (CMTc) is committed to maintaining an educational environment that is free from harassment. CMTc prohibits sexual harassment of students by other students, Teaching Artists, Coordinators, or other persons, at the camp or at camp-sponsored or camp-related activities. CMTc also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

V. Instruction/Information



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The Camp Director or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such information may include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment from any individual
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

VI. Complaint Process

All students shall be advised of the existence of the Harassment/Discrimination Complaint Procedures should they request it.

1. Any student who feels that he or she has been the object of sexual harassment may verbally file a complaint with the Camp Directors, Cultural Center Staff, Program Director or Managing Director.
2. Any camp Teaching Artist or Employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the Program Director. This report shall be made regardless of whether the victim files a complaint.
3. In any case of sexual harassment involving teaching artists or any other employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Program Director or Managing Director. This report shall be made regardless of whether the victim files a complaint.
4. The Program Director to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the Program Director finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The Program Director or designee shall also advise the victim of any other remedies that may be available. The Program Director or designee shall file a report and refer the matter to law enforcement authorities, where required.

VII. Disciplinary Measures

1. Any student who engages in sexual harassment of anyone at the camp or at a camp-sponsored or camp-related activity is in violation of this policy and shall be subject to disciplinary action.



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- Disciplinary action may include suspension and/or expulsion from the camp, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.
- 2. The camp will also take any appropriate action against any employee who engages in sexual harassment/discrimination.

VIII. Record-Keeping

The Program Director or designee shall maintain a record of all reported cases of sexual harassment Complaints and allegations of sexual harassment will be kept confidential

IX. Confidentiality

All complaint allegations shall be kept confidential to the greatest extent possible under the law.

X. Retaliation

CMTC prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or participation in complaint procedures. Such participation shall not in any way affect the status or work assignment of the complainant.

XI. Tips for avoiding possible Sexual Harassment complaints

1. Tutoring or giving special instruction to a student in a secluded area or **behind a closed door**;
2. Taking students home after school in private vehicles;
3. Texting or interacting with students via social media;
4. Making suggestive comments to students or acting in a flirtatious manner;
5. Inviting students into your home;
6. Touching students inappropriately and when they do not want to be touched.

Teaching Artists and Employees always must be aware of how student encounters might be viewed and interpreted by others. If a camp employee observes a situation between another camp employee and a student, he or she has the duty to follow up according to school policy and procedure, as well as state reporting laws on reporting abuse or sexual harassment to appropriate agencies.

2022 Contacts - Cara Mía Theatre

Program Director

David Lozano



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david@caramiatheatre.org
214-769-4326

Managing Director
Ariana Cook
Ariana@caramiatheatre.org
432-349-2550



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Notice of Harassment/Discrimination Complaint

Directions: If you believe that you have been unlawfully harassed/ discriminated against, please fill out this form and return it to the Camp Director, Board Member, or Managing Director. If more space is necessary, please continue your comments on the back of this form.

Name: _____ Date of Complaint: __/__/__

Student: _____ Employee: _____

Basis of Discrimination: __Sex(Gender) __Race __Color __Retaliation __Age __

Religion __Creed __National Origin __Disability __Sexual Orientation

Individual(s) who allegedly committed harassment/discrimination:

a.) _____

b.) _____

c.) _____

1. Describe the nature of your complaint. Include dates and as much detail as possible.

2. Why do you believe this action was taken against you?

3. Identify all employees/students/or others with knowledge of the conduct about which you are complaining:



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9. Have you previously complained about this or related acts of sexual harassment/discrimination to a Camp Director, Program Director, Cultural Center Staff Member or Managing Director? If so, please identify the individual to whom you complained, the date of the complaint and the resolution of your complaint.
10. What is your requested remedy in this complaint?
11. Are there any other individuals you want Cara Mía Theatre to contact regarding your complaint? If so, who do you wish contacted and why?

Acknowledgment

To investigate your complaint, it will be necessary to interview you, the alleged harasser(s), and any witnesses with knowledge of the allegations or defenses. Cara Mía Theatre will notify all persons involved in the investigation that it is confidential and that unauthorized disclosures of information concerning the investigation could result in disciplinary action, up to and including termination of employment or expulsion from camp.

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence Cara Mía Theatre deems relevant.

_____ Signature

___/___/___ Date



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Conflict of Interest Policy

No board member or board committee member, or any member of his/her family should accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's connection with Cara Mía Theatre unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board and committee members are expected to work out for themselves the most gracious method of declining gifts, entertainment, and benefits that do not meet this standard.

No board or committee members should perform, for any personal gain, services to any of Cara Mía Theatre's supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contracts are disclosed in good faith, and the board or committee authorizes such a transaction. Similar association by a family member of the board or committee member or by any other close relative may be inappropriate.

No board or committee member or any member of his/her family should have any beneficial interest in, or substantial obligation to any of Cara Mía Theatre's supplier of goods or services or any other organization that is engaged in doing business with or serving Cara Mía Theatre unless it has been determined by the board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Any matter of question or interpretation that arises relating to this policy should be referred to the president for decision and/or for referral to the board of directors for decision, where appropriate.

I have received, read and understand fully the Conflict-of-Interest Statement and will comply with the statement by bringing any potential conflict of interest situations to the board for consideration.

Date

Signature

Printed Name



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Whistleblower Policy

General

Cara Mía Theatre must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Cara Mía Theatre prior to seeking resolution outside Cara Mía Theatre

Reporting Violations

The Code addresses Cara Mía Theatre's open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Executive Artistic Director is in the best position to address an area of concern. However, if you are not comfortable speaking with the Executive Artistic Director or you are not satisfied with the Executive Artistic Director's response, you are encouraged to speak with someone in the management whom you are comfortable in approaching. Board members and managers are required to report suspected violations of the Code of Conduct to the Cara Mía Theatre's Board President, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Cara Mía Theatre's open-door policy, individuals should contact the Cara Mía Theatre's Board President directly. Additionally, if employee feels that concerns relate to issues with FRI's contract(s) with the United States Department of Justice, additional contact information is provided below.



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Compliance Officer

Cara Mía Theatre's Executive Artistic Director is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the audit committee of the Board of Directors. The Executive Artistic Director has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. Cara Mía Theatre's Executive Artistic Director serves on the audit committee.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Executive Artistic Director shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Executive Artistic Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.



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Audit Committee:

Managing Director: Ariana Cook
Executive Artistic Director: David Lozano
Board Liaison: Linda Cantu