

HARASSMENT PREVENTION AND RESPONSE GUIDELINES

1. Purpose

The purpose of these guidelines is to ensure a safe, respectful, and inclusive working environment for everyone participating in the activities of Teatteri Metamorfoosi. Harassment, discrimination, and inappropriate behavior are not accepted in any form within the association's activities.

These guidelines also describe the procedure for addressing situations where inappropriate behavior occurs.

2. Scope

These guidelines apply to all activities organized by Teatteri Metamorfoosi, including:

- production work and rehearsals
- workshops and teaching activities
- performances and interaction with audiences
- activities involving partners or co-productions
- the use or rental of the association's premises.

The guidelines apply to all participants in these activities, including members, employees, freelancers, collaborators, teachers, students, partners, and people renting the space.

3. Definition of Harassment

Harassment refers to behavior that violates a person's dignity or creates an intimidating, hostile, degrading, or offensive environment.

Examples of harassment may include:

- repeated threats

- intimidation
- offensive, hostile, or suggestive messages
- belittling, mocking, or humiliating speech
- persistent and unfounded criticism or actions that deliberately make a person's work difficult
- questioning or undermining a person's reputation, competence, or position without justification
- excluding or isolating someone from the work community
- sexual harassment, including repeated sexual or sexist remarks or behavior that violates a person's dignity or creates a hostile or uncomfortable situation.

This list is not exhaustive. The guidelines may be updated in the future based on discussions within the association, including the safer space workshop held in 2025.

4. Procedure in Case of Harassment

Teatteri Metamorfoosi is always ready to support the person exposed to harassment and help to clarify the situation.

If a person experiences or witnesses harassment, the following steps are recommended.

4.1 Addressing the Situation Directly

If possible and safe, the person affected is encouraged to address the issue with the person involved.

This may include:

- explaining which behavior was inappropriate
- describing how the behavior affected them
- asking the person to stop the behavior.

The discussion should focus on the behavior rather than personal characteristics. A colleague or trusted person may be asked to support this conversation if needed.

4.2 Contacting the Responsible Person

If the situation cannot be resolved directly, or if direct discussion is not possible, the person affected may contact the person responsible for the activity in question, provided that this person is not involved in the situation.

This may include, for example:

- the director of the production
- the teacher of the workshop
- the harassment contact person

The responsible person should take appropriate steps to address the situation and support a resolution.

4.3 Contacting the Association Board

If the issue cannot be resolved at the activity level, the board of Teatteri Metamorfoosi may take further measures to address the situation and ensure a safe working environment.

5. Communication of the Guidelines

These guidelines are communicated to participants in the association's activities as follows:

- attached to contracts with collaborators
- shared or discussed during orientation meetings at the beginning of rehearsals and workshops
- shared with partners in co-productions
- communicated to teachers conducting workshops
- shared with individuals or groups renting the association's space.

6. Confidential Contact Person for Harassment Situations

Tanja Eloranta is appointed as the **confidential contact person** for Teatteri Metamorfoosi to support individuals who experience or witness harassment or inappropriate behavior within the association's activities.

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Role of the Contact Person

The contact person serves as a **confidential and neutral point of contact**. Their role is to:

- listen to the person experiencing or witnessing harassment
- provide a safe space to discuss the situation
- help clarify whether the behavior may constitute harassment
- inform the person about available options and possible next steps
- support the person in contacting the appropriate responsible person or the association board if needed.

The contact person **does not act as a decision-maker or investigator**, but provides guidance and support in navigating the process.

Confidentiality

All discussions with the contact person are treated as **confidential**.

Information will only be shared with others if:

- the person seeking support explicitly agrees to it, or
- there is a legal or safety-related obligation to report the situation.

The person contacting the harassment contact person may also choose to **remain anonymous in the initial discussion**.

When to Contact

Participants in Teatteri Metamorfoosi activities may contact the harassment contact person **at any stage**, whether they:

- experience harassment themselves
- witness inappropriate behavior
- need advice on how to address a situation.

Contacting the harassment contact person does **not require making a formal complaint**.