

Name _____

Date _____

CENTER STAGE THEATRE'S CODE OF CONDUCT

Center Stage Theatre is a nonprofit, community-based volunteer organization dedicated to providing theatrical entertainment to the community. In addition, CST provides a venue for those seeking both onstage and offstage opportunities. Participation in the organization's functions is a privilege and subject to the observance of the organization's rules and procedures.

While participating in Center Stage Theatre's performances, whether on stage or off, you are representing CST and must observe our Code of Conduct and guiding principles. While we cannot address every anticipated issue or possible scenario, CST is committed to maintaining an inclusive environment where everyone feels welcome and safe regardless of their age, race or ethnicity, gender identity or expression, sexual orientation, physical or mental ability, or other characteristics that make our participants and patrons unique. We expect all our participants and patrons, as well as their invited guests, to conduct themselves in ways that support this commitment, and to treat everyone with respect.

How to tell if I am violating CST's Code of Conduct?

If you are unsure whether your actions or the actions of others violate CST's Code of Conduct and guiding principles, first ask yourself the following questions:

- Does what I am doing comply with the Center Stage Theatre guiding principles and Code of Conduct?
- Would I feel comfortable saying or doing this in front of any individual regardless of age, gender, sexual orientation, race or ethnicity?
- How would it look if it made the local news headlines?
- Could my actions cause harm either physically or emotionally to someone else?
- Could my actions harm the production I'm involved in or Center Stage Theatre's reputation?

The following activities are strictly prohibited by CST and will not be tolerated:

- Any acts or threats of violence, bullying, or harassment (verbal, physical or online/digital) of any patron or other participant connected to Center Stage Theatre
- Sexual or gender-based harassment of any kind. This includes unwelcome advances, verbal or nonverbal conduct, and non-consensual touching (eg. Unwanted touching or any unwanted or inappropriate physical contact such as touching, kissing, patting, hugging or pinching)

- The use of abusive or offensive language toward or in the proximity of any patron or other participant connected to Center Stage Theatre. This includes language, references and jokes that are sexual or racial in nature
- Possession of dangerous, unauthorized, or illegal materials such as explosives, firearms, weapons, drugs, or other similar items on Center Stage Theatre's property or property being used by CST
- Conduct endangering the life, safety, health, or well-being of any patron or other participant connected to Center Stage Theatre. This may include interaction beyond the theater property, and will be handled at the discretion of the director or Board.
- Any conduct on or beyond the Center Stage Theatre property or rental venue that could damage one's ability to fulfill one's obligation to the theater. This includes coming to theater functions under the influence of alcohol or drugs
- Failure to follow any policy, procedure or expectation as set by the Center Stage Theatre Board and/or the director/assistant director of the show you are participating in. This includes behaving with disrespect toward production leaders or failing to meet commitments.

What if I have questions or require more information about CST's Code of Conduct?

Everyone at Center Stage Theatre is responsible for knowing and adhering to the values and standards set forth in this code and for raising questions if uncertain about the expectations at Center Stage Theatre. Please contact the director, other production leadership, or member of the CST Board for more information.

What will happen if I violate the Code of Conduct? Any participant who violates this code is subject to discipline at the discretion of Center Stage Theatre, up to and including removal from an existing production they are participating in and/or probation or barring from future involvement related to Center Stage Theatre.

What do I do if I see someone else violating the Code of Conduct?

Our policy at CST is "if you see something, say something." In order to ensure that we are doing everything possible to provide an inclusive environment where everyone feels welcome and safe, we would appreciate assistance in pointing out possible violations of our Code of Conduct. If you are concerned whether the standards are being met or are aware of violations of the code, please contact the director, other production leadership, or member of the CST Board so it can be addressed. Any such reporting will be treated as anonymous.

All participants in each production must review the entire form, including the attached definitions. Following review, all participants must sign and date this form before starting work on the production. (Includes actors, directors, assistant directors, stage managers, technical operators, stagehands, and any other members of the production team.)

I have read and I understand Center Stage Theatre's Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a participant from this or any other CST project, and that, at the discretion of the show director and/or Board, I could be subject to probation and/or barring from future involvement related to Center Stage Theatre if I violate any of these rules. I further attest that I have not been charged or convicted of any criminal or civil action involving the above prohibited activities.

Printed Full Name: _____

Signature: _____ Date: _____

Parent/Guardian Signature (if participant under 18):

Signature: _____ Date: _____

Director or Board Member Signature:

Signature: _____ Date: _____

DEFINITIONS

WHAT IS HARASSMENT?

A course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, including any such words or actions based on a ground of discrimination identified by this policy. If a person does not explicitly object to harassing behavior or appears to be going along with it, this does not mean that the behavior is okay. The behavior could still be considered harassment under this Code of Conduct.

Examples of harassment, including, but not limited to, sexual, non-sexual, and gender harassment, are:

- Epithets, remarks, jokes or innuendos, including those related to any of the above grounds
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means
- Hostile or intimidating actions or remarks
- Gender-related comments about a person's physical characteristics or mannerisms
- Paternalism based on gender which undermines a person's self-respect or position of responsibility
- Physical contact without expressed consent and (in instances of creative application) applicable discussion or choreography
- Suggestive or offensive remarks or innuendoes about members of a specific gender
- Propositions of physical intimacy inside the performance space
- Gender-related verbal abuse, threats or taunting
- Leering or inappropriate staring
- Bragging about sexual prowess or questions or discussions about sexual activities
- Offensive jokes or comments of a sexual nature about a participant or patron of FCT
- Rough and vulgar humor or language related to gender
- Display of sexually offensive pictures, graffiti or other materials including through electronic means
- Demands for dates or sexual favors

WHAT IS SEXUAL SOLICITATION?

This policy prohibits sexual solicitations or advances by any person who is in a position of power due to age, role, responsibility, or other characteristic. Reprisals for rejecting such advances or solicitations are also not allowed.

WHAT IS BULLYING?

Bullying is classified as behavior that psychologically or physically hurts, manipulates, or isolates a person within the workplace or professional environment. It can involve a singular or repeated incident, or a pattern of behavior that is intended to intimidate, offend, degrade, abuse, or humiliate a particular person or group of people. While bullying is a form of aggression, the actions can be both obvious and subtle. It is also qualified as the assertion of power through aggression by those in a position of influence or authority. As part of Center Stage Theatre Code of Conduct, bullying is a form of harassment that is under no circumstances to be tolerated, condoned, or ignored.

If you are unsure an action or statement could be considered bullying, you can use the "reasonable person" test. Would most people consider the action unacceptable?

Examples of bullying include:

- Spreading malicious rumors, gossip, or innuendo
- Excluding or isolating someone socially
- Intimidating a person
- Undermining or deliberately impeding a person's performance or duties
- Physically abusing or threatening abuse
- Withholding necessary information or purposefully giving the wrong information
- Making jokes that are 'obviously offensive' by spoken word, social media, or e-mail
- Intruding on a person's privacy by pestering, spying or stalking
- Yelling or using profanity
- Criticizing a person persistently or constantly
- Belittling a person's opinions or performance
- Tampering with a person's personal belongings or props