

CODE OF CONDUCT

REVIEWED: 04/10/2024

Please read this policy in conjunction with our other policies.

This Code of Conduct has been written to clarify the expectations of how all should conduct themselves whilst a member of Centre Stage Productions (CSP). We wish to ensure that everyone is treated equally and as individuals, regardless of age, disability, gender or gender reassignment, marriage or civil partnership, pregnancy/maternity status, race, religion or belief, sex or sexual orientation (Protected Characteristics, IOM Equality Act 2017), whilst ensuring that all enjoy the process of being a part of our productions by feeling valued, comfortable, supported and secure.

- All existing members of CSP should receive (or have access to) a copy of this Code of Conduct. All potential new members should have an opportunity to read this policy prior to joining CSP. All individuals involved in CSP are expected to:
- Treat everyone with respect;
- Be fair, discreet, considerate and honest in all dealings with others;
- Refrain from any behaviour which will bring CSP into disrepute;
- Display control, respect and professionalism in all activities;
- Be courteous in dealings with others;
- Control their temper;
- Refrain from any violent behaviour.

CSP will not tolerate discrimination, bullying, verbal or physical abuse, or sexual harassment against any member or assisting individuals to our productions. A zero tolerance approach is taken.

The Role of Committee Members

The Committee is the strategic decision-making and governance body of CSP and are duly elected by society members. The Committee members have a collective responsibility for the strategic oversight of: the operation of the society; the development of, and compliance with, policies and procedures; the health and emotional well-being of members and visitors.

Committee members should:

- Set a good example in their own behaviour and conduct;
- Be attentive to and observant of the ways that members interact and keep a regular health check on the overall situation to ensure that it meets the expectations of this Code;
- Be approachable and welcoming so that members feel supported if they need to talk with the committee about any issue, particularly around conduct and behaviour.

The Role of the Production Team

The Production Team (PT) has responsibility for the overall practical and creative interpretation of their production. They have the right to select the cast for the production and are involved at all stages of the process, from the design, pre-production and rehearsal phases, right through to the final performance.

The PT has ultimate responsibility for the performance. They should be assisted in their roles by the Stage Manager and Technical Teams.

The PT work closely with the performers to create a performance which connects with the audience; they therefore need to be able to coordinate effectively across a wide range of disciplines and with artistic vision.

The PT should:

- Strive to create a good, harmonious, supportive working environment;
- Start the planning process early, involve everyone in the team and be clear about personal expectations;
- Treat members of their cast with respect e.g. not make them feel vulnerable, nor waste their time;
- Be reasonable in their demands on time, energy and enthusiasm of performers and crew;
- Teach their cast the principles of theatre etiquette and stagecraft, and encourage gratification through achievement and a sense of fulfilment.

The Role of Performers and Crew

All performers (and, where appropriate, crew) should:

- Commit themselves to the production and all rehearsals;
- Learn lines as quickly as possible;
- Accept the Director's advice in the spirit it is given for he/she is ultimately responsible for the performance and sees the production as a whole;
- Be aware that the Director and Stage Manager are the only persons who should direct actors. Actors should not direct other actors in the production;
- Be respectful of rehearsal spaces and our time in the theatre. This involves keeping the space used clean and professional i.e. pick up and clean up after yourself;
- Be responsible and take care of all props and set items. Remember that many are borrowed and are not replaceable;
- When in the theatre, not move anyone's prop, costumes or personal items without their knowledge and consent;
- Be on time for all rehearsals and performances;
- Give appropriate notice should you be unable to attend rehearsals for any reason.

Child and Youth members

CSP has a Safeguarding Policy which should be adhered to in all interactions with children and young people whilst rehearsing and performing.

Performers under the age of 18 will have designated chaperones who will advocate on their behalf, where necessary, if problems arise.

The PT will liaise with the Committee on any problems involving any child or young person.

General Considerations

In addition to the behaviour already outlined, all members must be aware that:

- Discretion is expected from all theatre members in relation to theatre productions; Personal information should not be given out or shared unless permission has been given to do so;
- There should be no public posting of stories, photographs or videos relating to productions without the ratification of the Committee (including on social media websites such as Facebook, You Tube, Instagram etc.);
- All activities whilst rehearsing or performing must be lawful. This particularly applies to the consumption of prohibited and illegal drugs;
- They must not be under the influence of alcohol or drugs during any rehearsal, backstage or on stage;
- They must comply with no smoking policies in all buildings used by CSP for rehearsals and performances.

Breach of the Code of Conduct


Blatant disregard of any of this Code of Conduct may jeopardise your ability to be a member of CSP. Members may also be held personally liable for damages caused by any violations of this policy.

If anyone feels that they have been unfairly treated or that this Code of Conduct has been breached in any way, then they are encouraged in the first instance to raise this issue informally with any committee member as per our Complaints and Grievance Policy.



CENTRE STAGE PRODUCTIONS

In association with the Manx Gilbert & Sullivan Society (Charity number: 406)

✉ centre-stage-productions@outlook.com  www.manxgands.com

Committee members take the issue of appropriate conduct and behaviour within CSP membership very seriously and will do all they can to support the complainant and thoroughly investigate the issue to reach a satisfactory resolution.

Should you have any questions regarding our Code of Conduct, we can be contacted at:
centre-stage-productions@outlook.com.