



Code of Conduct

This Code of Conduct is designed to clarify the expectations of Goderich Little Theatre (GLT) on how all volunteers and staff must conduct themselves while involved in the activities of the theater. The Code seeks to provide for a safe, enjoyable and equitable environment for all.

i. General Standards - GLT requires that all volunteers and staff comply with all laws, regulations and policies governing its activities and to the following:

- treat everyone with dignity and courtesy;
- be fair, considerate and honest in all dealings with others;
- refrain from any behavior which may bring GLT into disrepute;
- display control, respect and professionalism in all activities;
- observe proper meeting conduct and protocols;

ii. Discrimination, Sexual Harassment and Bullying:

Volunteers and staff are expected to respect the rights, dignity and worth of others regardless of their gender, ability, sexual orientation, cultural background or religion or of any physical or psychological disabilities.

The GLT will not tolerate discrimination. Discrimination is any behavior or practice which reflects an assumption of superiority of one group (or individual) over another or disadvantages people on the basis of their real or perceived membership of a particular group and includes such behavior as less favorable treatment, unfair exclusion and asking discriminatory questions.

The GLT will not tolerate sexual harassment. Sexual harassment is any unwanted, unwelcome or uninvited behavior of a sexual nature that makes a person feel humiliated, intimidated or offended.

Equally, the GLT will not tolerate bullying. Bullying is behavior that intimidates, offends, degrades, insults or humiliates another person. Bullying can be physical or psychological. Examples of bullying include:

- rude or belittling comments;
- aggressive or frightening behavior (e.g. shouting or threatening violence);
- threats of assault against a colleague or damage to their property or equipment; and
- standing in someone's way or deliberately blocking their path in an intimidating manner.

If anyone feels they have been discriminated against, bullied or harassed in any way they should immediately contact the President, Vice President or any Board member for immediate and confidential assistance.

iii. Health and Safety

Everyone has the right to participate in an environment that is physically and emotionally safe.

Volunteers and staff are asked to take responsibility for their own health and safety, ensuring that their actions do not risk the health and safety of others. All are required to take reasonable care at all times by following all lawful instructions from those in authority at GLT in its efforts towards providing a healthy and safe environment.

All hazards, accidents or injuries must be reported to the General Manager or GLT representative in charge of the activity.

iv. Alcohol and Drug consumption

Alcohol or prohibited drugs are not to be consumed by staff or volunteers while performing duties before or during a show. Exceptions to this are GLT sponsored events on the premises or at other locations (i.e. Opening Night after-show parties, Annual Award Banquet, etc.). Special consideration should be shown when minors are present.

In the context of this provision, anyone exhibiting signs of being intoxicated or under the influence of alcohol, or an illegal or prohibited drug will be prevented from commencing or continuing their activity.

V. Grievances

- A. The process will begin with the Program Committee. The committee will assure the Director of each play receives a copy of the Code of Conduct and signs a confirmation that it has been received and reviewed.
- B. The Production Manager will be sent the emails of all volunteers participating in the production of a play (cast and crew).
- C. The Production Manager will in turn email the Code of Conduct link to the aforementioned. A request for a hard copy of the document will be forwarded to the General Manager to process and distribute.
- D. If a complaint is received that cannot be resolved by the Production Manager, it is to be forwarded to the Volunteer Committee. They will determine the next steps.
- E. The Board President and Board must become involved if legal advice/action is required and/or if disciplinary action must be taken.
- F. It is imperative that two people be present when any discussions take place with the person who files the complaint.

i. Conflict of Interest

A conflict of interest exists when someone with a fiduciary responsibility is in a situation where their own self-interest and the interests of the theater might be in conflict.

No member of GLT, or any of its committees, or board, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with GLT. Each individual shall disclose to the theater any personal interest which he/she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.