

Code of Conduct for Black Box Theatre Co

As a member of Black Box Theatre Co, you play an essential role in creating a positive and inclusive environment. This Code of Conduct outlines the standards of behavior we expect from all participants, including (but not limited to) actors, directors, crew members, volunteers, and staff. By adhering to these principles, we can foster a supportive and respectful community that celebrates creativity and teamwork.

1. Respect and Inclusivity:

- 1.1. Treat all individuals with respect, regardless of their age, cultural heritage, gender, sexual orientation, disability, religion, or any other relevant or irrelevant characteristic.
- 1.2. Embrace diversity and inclusivity, ensuring that everyone feels welcome and valued within Black Box Theatre Co.
- 1.3. Discriminatory or offensive behavior, including harassment, bullying, or hate speech of any kind will not be tolerated by Black Box Theatre Co. and may result in disciplinary action.

2. Professionalism:

- 2.1. Maintain a professional attitude and conduct yourself in a manner that reflects positively on Black Box Theatre Co. in or on any occasion, event, rehearsal or performance associated with the company.
- 2.2. Show up on time and be prepared for rehearsals, performances, meetings, and other scheduled events.
- 2.3. Communicate promptly and respectfully with fellow participants, staff, and volunteers.

3. Collaboration and Teamwork:

- 3.1. Collaborate effectively with other participants, fostering a spirit of teamwork, cooperation, and support.
- 3.2. Listen actively and consider the perspectives and ideas of others, promoting a constructive and inclusive creative process.
- 3.3. Provide constructive feedback (when necessary) in a respectful and tactful manner, focusing on the work and not the individual.

4. Safety:

- 4.1. Prioritize the safety and well-being of all participants, ensuring compliance with all health and safety regulations and guidelines.
- 4.2. Report any unsafe conditions or incidents to the appropriate staff or designated safety personnel.
- 4.3. Refrain from engaging in behaviors that could endanger yourself or others, such as reckless actions or substance abuse.

5. Confidentiality and Privacy:

- 5.1. Respect the confidentiality of sensitive information shared within Black Box Theatre Co, including personal details, creative ideas, and proprietary materials.

- 5.2. Obtain appropriate permissions before using or sharing any copyrighted material or intellectual property.
- 5.3. Safeguard the privacy of fellow participants, staff, and volunteers by not sharing personal information without explicit consent.
- 5.4. Respect the personal lives and circumstances of all participants.

6. Bullying, Harassment and Inappropriate Conduct:

6.1. Zero tolerance for bullying, harassment and inappropriate conduct of any kind, which may include, but is not limited to:

- intimidating, offending or humiliating behaviour directed toward a person on the basis of a particular personal characteristic such as race, age or gender
- Any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, proposition, the display of offensive material, repeated unwanted messaging or contact or other behaviour that creates a sexually hostile working environment

6.2. Treat all individuals with kindness, empathy, and compassion, fostering a supportive and nurturing environment.

6.3. Report any incidents of bullying or inappropriate conduct to the designated authority within Black Box Theatre Co.

7. Accountability:

Scope of accountability – While Black box theatre Co. encourages camaraderie and interaction among its members, it is important to understand that we can not assume responsibility for personal matters that occur outside the purview of the theater company. The company does not have the authority or capacity to govern or intervene in individual's personal lives, relationships on non-theatrical activities.

7.1. Take responsibility for your actions and their consequences, both within Black Box Theatre Co and in external interactions related to its activities.

7.2. Address conflicts or disagreements in a constructive and respectful manner, seeking resolution through open communication and mediation only when necessary.

7.3. Report any violations of this Code of Conduct to the designated authority.

8. Online Expectations and Social Media Conduct:

8.1. When engaging in online activities, whether using personal or official accounts, we expect all members to remember that they are representatives of Black Box Theatre Co. Exercise good judgment and maintain professionalism in your online interactions, ensuring that your behavior aligns with the values and image of the theater company.

8.2. Treat others with respect, kindness, and inclusivity in all online interactions. Avoid engaging in or promoting any form of discrimination, harassment, or bullying, including but not limited to

those based on race, ethnicity, gender, sexual orientation, religion, or disability. Encourage open and constructive dialogue while being mindful of diverse perspectives.

8.3. Respect the privacy and confidentiality of others when using online platforms. Do not share sensitive or confidential information about fellow members, employees, audiences, or the theater company itself without explicit consent. Exercise caution when discussing internal matters or personal experiences related to the theater company online.

8.4. Respect intellectual property rights and copyright laws when sharing content online. Do not reproduce, distribute, or use copyrighted materials without appropriate permission or attribution. If sharing content related to Black Box Theatre Co ensure that you have the necessary rights or permissions to do so.

8.5. Be honest and authentic in your online interactions. Clearly distinguish personal opinions from official statements when sharing views about the theater industry, performances, or related topics. Remember that your actions online reflect upon both yourself and the theater company. Take responsibility for your words and actions and be willing to engage in respectful dialogue and discussions.

8.6. Exercise caution when discussing controversial or sensitive topics online. Understand that your words and actions can have long-lasting impacts. Think twice before posting or sharing content that may be offensive, misleading, or damaging to the reputation of Black Box Theatre Co or its members. If in doubt, seek guidance from the appropriate channels within the theater company.

8.7. If you encounter online behavior that violates this code of conduct, promptly report it to the designated authorities within the company. We take online conduct seriously and will thoroughly investigate all reported incidents. Violations may result in disciplinary action, which can include warnings, reprimands, suspension, or termination, depending on the severity and recurrence of the misconduct.

We believe that by maintaining high standards of online conduct, we can foster a supportive, respectful, and inclusive digital community that reflects the values of Black Box Theatre Co.

9. Adherence to Policies:

9.1. Familiarize yourself with and abide by all policies, guidelines, and procedures established by Black Box Theatre Co.

9.2. Comply with applicable local, state, and federal laws and regulations.

Reporting and concerns:

If any member encounters challenges or conflicts in their personal lives that may have an impact on their participation or involvement within the theatre company, we encourage open communication and support within the limits of personal boundaries. However, it is important to understand that the theatre company cannot act as a mediator, arbitrator or enforcer in personal disputes.

All reports and concerns regarding any rehearsal, performance or related event associated with or provided by Black Box Theatre Co. MUST be made to the Public Liaison Officer (PLO); whereupon the PLO will relay updates, responses and decisions from the organization to the complainant in a timely and transparent manner.

By participating in Black Box Theatre Co, you agree to uphold this Code of Conduct. Failure to adhere to these principles may result in disciplinary action, up to and including suspension or termination of involvement in current and/or future projects.

