

# CODE OF CONDUCT AGREEMENT

## Rules & Expectations

All members of the production will be on time and present for rehearsals and performances as called.

Actors will implement the work of designers and directors as it is communicated to them. Actors shall not deviate from blocking, lines, choreography, costume/hair designs, etc. without first consulting the stage manager.

Members of the production should not be under the influence of any substances during rehearsals or performances, with the exception of tobacco/nicotine products, which may only be used during breaks in compliance with local laws, and anything used for medicinal purposes which does not impede the individual's ability to rehearse or perform effectively.

Bullying or harassment of any kind will not be tolerated.

Racism, sexism, homophobia, transphobia, ableism, religious discrimination, or any other type of discrimination, in word or action, will not be tolerated.

All members of the production will refer to others by their correct pronouns. They will apologize and correct themselves if they make a mistake.

Sexual harassment and/or assault will not be tolerated, and may result in immediate removal from the project and a permanent ban on future projects.

Any behavior by any individual involved in the production, inside and outside of rehearsals and performances, that cause others to feel unsafe, will not be tolerated. This includes abuses of power by any member in the production.

The physical safety of all members of a production will always be a priority.

Fight choreography and intimacy choreography will be implemented in productions that call for simulated violence, kissing, simulated sex acts, intimate touch, simulated assault, or nudity.

When a performance warrants the use of nudity or other undress (appearance in underwear, bathing suit, etc.), actors shall work with the director and their scene partners to make their own decisions regarding levels of undress during rehearsal, until the date set by the director during which the actor should be in performance level of undress. Actors shall be undressed ONLY during the scene where undress is required, and shall wear a provided robe or other covering garment during breaks and other scenes. During rehearsals with nudity or any state of undress, no cell phones, cameras, or recording devices of any kind shall be allowed in the rehearsal space (unless pre-approved by the actor for the purpose of publicity and archival photos). Photos featuring actors in any state of undress may not be used or shared publicly without the actors' consent. Actors are encouraged to change efficiently within the dressing room, and not remain in states of nudity or undress for longer than is necessary.

## Consequences

The producers and production team have the right to implement these consequences at their discretion, for the safety of all members of the production.

1. Violation of any of the above rules will result in a verbal warning, and an apology will be requested. Mediation may be used at the discretion of the producers.
2. A second violation of any of the above rules may result in a fine or other consequence.
3. Repeated violations of any of the above rules may result in loss of pay and termination from the project and a ban on involvement in future projects, and/or a request to not attend the performance.

## CODE OF CONDUCT AGREEMENT

### Procedures

Any violation of the above rules (or any other issues affecting an individual's ability to rehearse or perform affectively) should be reported to the stage manager, who will report it to the producers. If the stage manager is not an option for reporting, reports should be made to the designated Actor Safety Liaison company member listed below. Reports may also be made to the director, the producers, or any other member of the company.

All reports will be kept confidential within the company, and only be shared on a "need-to-know" basis. Abuse or neglect of a child will be reported to the proper authorities.

Violations of the code of conduct should be included on rehearsal and performance reports.

The producers will review reports of violations or other issues and will work with the reporter or victim to decide how to proceed. This may include a verbal warning, a request for an apology, mediation, fines, loss of pay, termination from the project, a ban on involvement in future projects, and/or a request to not attend the performance.

If an apology is requested, it shall be given in the following format:

1. Acknowledge the action: "I'm sorry for \_\_\_\_\_."
2. Validate feelings: "That must have felt \_\_\_\_\_."
3. Express gratitude: "Thank you for giving me the opportunity to improve."
4. Show desire to change: "I am doing the following to help me improve: \_\_\_\_\_."

In cases of mediation, the presence of a neutral third party may be requested. Each party may also bring a support person.

## CODE OF CONDUCT AGREEMENT

### Reporting Information

Please contact the following individuals regarding violations of the Code of Conduct or other issues:

TITLE	NAME	PHONE	EMAIL
Stage Manager			
Actor Safety Liaison			
Director			
Producer			
Producer			
Producer			
Company member			
Company member			
Company member			
Company member			
Company member			
Company member			
Company member			
Company member			
Company member			
Company member			
Company member			
Company member			
Company member			
Company member			

**Signature page**

Production: \_\_\_\_\_

By signing below, I agree to the Code of Conduct as set forth.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_