

## CODE OF CONDUCT

Part of the great tradition of the theatre is a code of ethics, which belongs to every worker—amateur and professional—on the stage and behind the stage. This code has been observed throughout the centuries and will continue long after we depart. It is neither superstition, nor dogma, nor a statute enforced by law. It is an attitude of respect towards all and a dedication toward the audience. This code outlines a self-discipline which, far from robbing one of individuality, increases personal esteem and dignity through cooperation, common purpose and respect for all. This Code of Conduct applies to everyone involved in the production including cast, musicians, crew and the creative team.

### A. Attendance

1. Attend all rehearsals as scheduled, including dress rehearsals and technical rehearsals
2. Attend all performances (NO EXCEPTIONS)
3. Attend bump in as required and bump out
4. Provide details of scheduling conflicts at time of casting. Additional conflicts, (i.e. illness and emergencies), must be approved by the Director or Executive Producer
5. Failure to attend rehearsals or performances may result in recasting or dismissal from the cast.

### B. Rehearsal Materials

1. All rehearsal materials, (scripts, music, etc.), must be signed out at the beginning of rehearsals
2. All show materials must be signed back in, erased and clean, before the last performance. You will be responsible to pay the replacement cost for show materials are not returned in a timely manner or an acceptable state.

### C. Rehearsals

1. The rehearsal space is a shared space, so please respect it and keep it clean.
2. Arrive early for your call time and sign in
3. Rehearsals are closed to the general public. Only cast, crew and people approved by the Production Team are allowed in the venue during rehearsals.
4. Do not touch anything that does not belong to you
5. Only persons assigned by the Director may prompt an actor for lines. Cast members shouldn't prompt other cast members, it's unprofessional. If you need to be prompted, call "line" in character. Do not apologise or say anything in addition to "line."
6. Dress appropriately for rehearsals. In general, wear comfortable clothing you can move around in and can get dirty in. The Director won't adjust rehearsals to accommodate your clothing choice. No sandals or open-toed shoes are allowed unless advised. Also, avoid dangly jewellery such as earrings, bracelets, necklaces, etc.
7. Good personal hygiene is a must. Rehearsals can be hot, intense, and happen in close proximity to each other. Please brush your teeth, bathe, and wear deodorant for the benefit of everyone.

#### D. Behaviour and Conduct

1. Theatrical does not tolerate any bullying whatsoever. Theatrical defines bullying as an act typically repeated over time causing embarrassment, pain or discomfort to another regardless of form (active or passive, in person or via electronic or social media, physical, verbal, a gesture, extortion or exclusion).
2. Please practice tolerance, acceptance, kindness and respect for one another at all times
3. Treat all cast, crew, and Theatrical team members with respect and consideration
4. Keep the rehearsal space, theatres and surrounding areas neat, clean, and safe
5. No smoking in the rehearsal spaces or theatre
6. Theatrical Inc Drug and Alcohol Policy:
  - a. Under no circumstances should you drink alcohol or bring alcohol into the rehearsal space or theatre. DO NOT drink before rehearsals. Failure to adhere to this policy will result in your dismissal from the show
  - b. The use and/or possession of any illegal drugs is strictly forbidden. Failure to adhere to this policy will result in your dismissal from the show and the possibility of a report being made to police.
7. Mobile Phones
  - a. Please TURN OFF all phones and other electronic devices during rehearsals. You may use phones during your break times
  - b. There is absolutely no mobile phone use of any kind allowed during the acts of the show. All mobile phones and other electronic devices must be turned off once the 10-minute call is given before the show and at the intermission by the Stage Manager
  - c. If you must keep an electronic device on you for professional reasons, please notify the Stage Manager
  - d. If there is an emergency during performances, your family can call the Theatre and a message will be passed on to you.
8. You must adhere to the Theatrical Social Media Policy

#### E. Costumes and Props

1. The Director and Costume Designer will determine the appropriate costume(s) for your character(s). Please do not give any feedback on costumes outside of fit or comfort issues.
2. Do only touch props or costumes that have been specifically assigned to you.
3. You may be charged for any loss or damage other than normal wear and tear to props and/or costumes assigned to your care
4. Be sure to hang up all costume pieces and return all props immediately after use.
5. There is to be no smoking or eating in costume at any time
6. You agree not to change, embellish, or elect not to wear any piece of your costume during performance. You also agree not to change how you wear your hair once you and the Director have agreed upon a style for the show.
7. If you leave the season before or during performances for any reason, you may be responsible for reimbursing Theatrical for any unreturned costume items that were purchased for you.

## F. Sets and the Scenery

1. The Director, Set Designer and Properties Master will determine the sets and props for the production. Please do not give any feedback on sets or props outside of safety or function issues.
2. If you are in the Theatrical Workshop please do not touch any tools, supplies, tape, paint, etc unless you are requested to.

## F. Performances

1. Arrive at appropriate call time and sign in
2. Call the Stage Manager as soon as possible if you know you will be late or have an emergency
3. All cast and crew must remain quiet during performances. This includes in the dressing rooms, backstage and all adjoining corridors when at the theatre. Cast are not to enter the Front of House until after the performance. Entry to the theatre is to be only via the stage door.

## G. Injuries

1. Safety is our first priority. If you encounter an unsafe situation, notify the stage manager immediately and steps will be taken to fix the issue before continuing
2. If an injury occurs, you must let the stage manager know IMMEDIATELY!
3. If you feel you are being unfairly treated by a member of the cast or crew, advise the Executive Producer immediately.

## H. Food and Drink

1. Food and drink are not permitted in the theatre or stage area. If you need to eat during rehearsal, you are responsible for cleaning up your own mess
2. You are encouraged to have a capped bottle of water in all venues
3. No food or drink other than water is allowed in the dressing rooms
4. If you must eat at the theatre, you may do so in the designated backstage area only, not in the dressing rooms or adjoining corridors
5. You must not eat while wearing a microphone
6. Please clean up after yourself. Dispose of all rubbish in the appropriate bins.

## H. Other Expectations

1. You agree to participate in promotional activities, including attending photo sessions, interviews and public previews as required
2. You agree to play every performance to the best of my ability, regardless of how small my role or large my personal problems
3. You agree to always use your best endeavours to make every entrance in a timely way and not cause a curtain to be late
4. You agree to forego all social activities that interfere with rehearsals and will always be on time
5. You agree not to leave the theatre building or stage area until you have completed your performance and have received a release from the Stage Manager or Director
6. We ask you to remember that our aim is to create illusion, therefore, we need you to maintain that illusion by not appearing in costume and /or make-up off stage or outside the theatre
7. You agree not to allow the comments of friends, relatives, or critics to change any phase of my work without proper authorisation from the Director

8. You agree not to alter lines, business, lights, properties, settings, costumes, or any phase of the production without consultation with and permission from the Director and/or Stage Manager / Production Manager
9. You will accept the Director's advice in the spirit in which it is given, for s/he sees the production as a whole and my role as a portion thereof
10. You agree to always consider the production as a collective effort demanding your utmost cooperation and will forego the gratification of ego for the demands of the performance
11. You agree to be patient and avoid temperamental outbursts, for they create tension and serve no useful purpose
12. You agree to never blame my colleague for my own failures
13. You agree to never engage in caustic criticism of another cast member's or crew member's work.
14. You agree to strive to inspire the public to respect me and my craft through graciousness in accepting both praise and constructive criticism
15. You agree that any award, commendation, prize, accolade or recognition whatsoever in any material form including, without limitation, trophies, certificates or vouchers ("Award") which are awarded to you as part of a group, ensemble or cast shall remain the property of Theatrical regardless of to whom the Award is actually presented. You also agree and acknowledge that if such Award is presented to you, that you receive it in trust for Theatrical and undertake to convey the Award to the Executive Producer of Theatrical within 3 days or upon request, whichever is sooner.
16. You agree to always direct your efforts in a way that makes your experience positive for both yourself and others.

**By submitting your Cast Member form (Show Fees) you agree to abide by this Code of Conduct**