

# **FARMINGTON VALLEY STAGE COMPANY**

## **CODE OF CONDUCT**

Farmington Valley Stage Company (FVSC) is a volunteer organization dedicated to providing live entertainment to the community. In addition, FVSC provides a venue for those seeking both onstage and offstage opportunities. Participation in FVSC functions is a privilege and subject to the observance of the organization's rules and procedures.

Following are the guidelines for conduct expected from all FVSC participants. While we cannot address every issue or provide answers to every dilemma, the guidelines define the spirit in which we intend to do business and direct us in our daily behavior.

### **Key principles**

- FVSC is committed to maintaining an inclusive environment where everyone feels welcome and safe regardless of their race, creed, color, gender identity, sexual orientation, physical or mental ability, national origin, or honorably discharged veterans of the country's armed services, and to treat everyone with respect.
- Everyone must be respectful of the theater's premises and property. Please help to keep the theater's appearance clean, tidy, and professional.
- Participants are expected to:
  - be polite, courteous, and respectful towards one another and to audience members / visitors to the theater, and
  - honor all commitments they have made to FVSC.

### **Discrimination**

- We aim to ensure that all participants in FVSC activities receive equal treatment.
- All our casting decisions will be made without discrimination other than where there is a genuine requirement to do so for artistic reasons.

### **Harassment**

- Harassment is about the abuse of power, and generally consists of unwanted conduct which has the purpose or effect of:
  - violating a person's dignity, and/or
  - creating an intimidating, hostile, unsafe, degrading, or offensive environment.
- It is irrelevant whether the alleged harassment is intentional or not.
- The following are examples of harassment. This list is intended as a guide and is not exhaustive:
  - physical conduct – unwanted touching, patting, pinching, assault, coercion for sexual favors or physical threats
  - verbal conduct – unwelcome advances, critical nicknames, innuendo, insults, or abusive language
  - non-verbal conduct – the display or sharing of pornographic or suggestive pictures, offensive or abusive gestures, objects, or written material (other than in connection with a production for artistic purposes)
  - bullying – offensive, intimidating, insulting, humiliating, or demeaning behavior which attempts to undermine an individual

## Prohibited Actions/Behavior

The activities outlined below are ***strictly prohibited***.

- Actual or threatened violence, bullying, or harassment (verbal, physical or online/digital) of any patron or other participant connected to FVSC.
- Sexual or gender-based harassment of any kind. This includes unwelcome advances, verbal or nonverbal conduct, and non-consensual touching.
- The use of abusive or offensive language toward or in the proximity of any patron or other participant connected to FVSC. This includes language, references and jokes that are sexual or racial in nature.
- Possession of dangerous, unauthorized, or illegal materials such as explosives, firearms, weapons, drugs, or other similar items on FVSC or town property, other than theatrical items specifically approved by the technical director and used solely for artistic purposes under strict control of responsible production staff.
- Conduct endangering the life, safety, health, or well-being of any patron or other participant connected to FVSC. This may include interaction beyond the theater property and will be handled at the discretion of the Board.
- Any conduct on or beyond town or FVSC property that could damage one's ability to fulfill one's obligation to the theater. This includes coming to theater functions under the influence of alcohol or drugs.
- Failure to follow any policy, procedure, or expectation as set by the FVSC Board of Directors and/or the director of the show you are participating in. This includes behaving with disrespect toward production leaders or failing to meet commitments.

## Special Behaviors for the protection of minors and children

- There are important behaviors for the protection of minors which ALL ADULTS are expected to observe, enforce, and report. We define "minor" as all individuals under the age of 18. We further define "child/children" as all minors under the age of 13.
- No adult should touch any minor in any way, however innocently, except as an accepted or directed part of the production.
- It is expected that children will be chaperoned by responsible volunteer parents. At least two parent-chaperones must be present in the children's dressing area whenever any child occupies the area. This includes dress rehearsals as well as performances. It is our policy that children come already dressed in basic costume.
- Children are not permitted to enter occupied men's or women's dressing areas while adults are changing clothes or costumes. If an adult in the cast has a child in the show, the adult should maintain contact with the child outside the dressing room.
- Only designated adults are permitted to enter a children's dressing area.
- Except for when children are about to perform, they are to remain or return to their designated safe area (e.g., dressing room). They are not to congregate in open areas or backstage with adults. The chaperones always need to maintain headcount and children's whereabouts.
- All cast and crew must be mindful of adult costume changes that must be accomplished backstage or in an open area, and all children must be removed or shielded from such events. Likewise, adults responsible for assisting children's costume changes backstage or in an open area must also assure maximum privacy from other children and adults for the change.
- A chaperone must be present for any child using a non-individual rest room.

- Children are not permitted to attend any associated FVSC event intended for adults, especially where alcohol might be served.
- Minor teenagers are permitted to participate as adults if parental permission is given, signature below, (except when it would violate the law, such as the consumption of alcohol), and for as long as the expected corresponding adult decorum is maintained by the minor teenagers. Failure to properly observe adult rules may mean notification of parents and/or dismissal.

Any participant who violates this code is subject to discipline, up to and including removal from an existing production they are participating in and/or probation or barring from future involvement related to FVSC.

Each of us is responsible for knowing and adhering to the values and standards set forth in this code and for raising questions if we are uncertain about the expectations at FVSC. If you are concerned whether the standards are being met or are aware of violations of the code, please contact a member of the Board.

All participants in FVSC activities must sign and date this form annually, or before starting work on a production.

**I have read and I understand the FVSC Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a contributor from the show I am participating in, and that, at the discretion of the show director and/or Board, I could be subject to probation and/or barring from future involvement related to FVSC if I violate any of these rules.**

Printed Full Name: \_\_\_\_\_

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

Parent/Guardian Signature (if participant is under 18): \_\_\_\_\_ Date: \_\_\_\_\_

Artistic Director or Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_