

## VILLAGE PLAYERS OF FORT THOMAS CODE OF CONDUCT

Village Players of Fort Thomas is a nonprofit, community-based volunteer organization dedicated to fostering a performing arts community where people can work, play and learn with safety, respect, dignity, and freedom from abuse. This code of conduct is designed to clarify Village Players of Fort Thomas' expectations on how the Executive Board, members, volunteers, cast and crew and staff must conduct themselves while involved in any activities within the theater. We expect all theater relationships among Village Players of Fort Thomas participants to be professional and business-like. Village Players of Fort Thomas does not tolerate discrimination, bullying or sexual harassment of anyone or by anyone involved in Village Players of Fort Thomas activities.

The Village Players of Fort Thomas will provide public access to this Code online at <http://www.villageplayers.org>. Questions regarding this Code should be directed to any member of the Executive Board, whose contact information is available on the web page.

As we cannot address every issue or provide answers to every dilemma, this Code is not expected to be exhaustive, but all involved in the Village Players of Fort Thomas community are expected to uphold both the letter and the spirit of the Code. This Code may be amended from time to time, where necessary. Changes will be posted on the website, <http://www.villageplayers.org>, and all will be expected to adhere to the amendments.

### **Discrimination, Sexual Harassment, and Abusive Behavior**

This policy prohibits the following categories of behavior at the Village Players of Fort Thomas.

***Discrimination*** is giving or withholding preference in allocation of benefits (e.g. hiring and casting) based improper criteria. The law prohibits discrimination based on perception or reality of these categories: race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, sexual orientation, age, gender, domestic partner status, family care or medical leave status, veteran or military status. Village Players of Fort Thomas also prohibits discrimination based on family relationships (i.e. nepotism).

Note: As a theater company, however, Village Players of Fort Thomas recognizes our social and artistic obligation to cast by gender, age, race and other physical characteristics appropriate to the script.

***Bullying*** is extreme rudeness, insulting, belittling, threatening, humiliation, physical and/or emotional intimidation, or use of offensive language. A single act shall not constitute bullying, unless especially severe or egregious.

***Sexual Harassment*** is unwelcome sexual advances or touching, requests for sexual favors, lewd conduct or statements, by which a reasonable person would be offended, intimidated or humiliated.

Note: Theater sometimes involves stories in which characters interact in abusive or intimate ways. Village Players of Fort Thomas' policy is for directors and performers to *go slow; check in verbally; ask permission; remain professional* as these scenes are rehearsed to ensure all participants remain comfortable and safe. Combat scenes must be staged by a trained fight choreographer.

**Misuse of Authority** is a supervisor (e.g. director) leveraging his/her position to improperly influence someone he/she supervises, teaches or directs.

**Retaliation** against anyone making a complaint, and knowingly **making a false complaint** under this policy are also prohibited.

## **Complaint Process**

Village Players of Fort Thomas encourages immediate reporting of any incidents of alleged abusive behaviors inconsistent with this policy, so that they may be quickly and fairly resolved.

*Making a Complaint.* Whether the target of the abuse or a witness, any person may make a complaint against a person or group if he/she considers this policy may have been violated. A complaint may be made to any Village Players of Fort Thomas Executive Board Member, verbally or in writing.

*Complaint Handling.* When a Village Players of Fort Thomas Executive Board Member receives a complaint, he/she shall make reasonable inquiries regarding the issue.

Village Players of Fort Thomas is committed to undertaking prompt, thorough, objective and good faith investigations of any complaints. In handling a complaint, Village Players of Fort Thomas will maintain confidentiality for all parties to the extent practical, but we cannot guarantee to process purely anonymous complaints.

*Informal Approach.* The Executive Board Member can discuss the issue with the accused, and attempt to broker a resolution. If a resolution is found, a verbal or written report will be made to the full Executive Board in a meeting away from the full membership.

*Formal Approach.* Failing an informal settlement, the complaint must be provided in writing. The Executive Board member to whom the complaint was made will provide the written report to the President and a meeting of the full Executive Board will be called. The whole Board will hear the findings and decide on an appropriate response. If the Village Players of Fort Thomas Board determines that abuse has occurred, effective remedial action will be taken in accordance with the circumstances involved. The action may include:

- a) Imposing a warning, receiving adequate assurance that the abuse will not recur,
- b) Directing the offender to attend counseling to address their conduct,
- c) Suspending the rights, privileges and benefits for a specific period of time;
- d) Terminating the role currently performed by the offending individual or group.

If the Village Players of Fort Thomas Board determines that abuse has not been substantiated, the roles and responsibilities of the accused will be restored.

## **Work Relationships**

Community is a key pillar of Village Players of Fort Thomas' identity. Participants are encouraged to socialize and develop personal or professional relationships, provided these do not interfere with individual work performance or the effective functioning of the workplace. Individuals who engage in personal relationships (including romantic and sexual relationships) must be aware of their professional responsibilities and be responsible for assuring the relationship does not raise concerns about favoritism, bias, ethics or conflict of interest. Advice and counsel should be sought from a Village Players of Fort Thomas Executive Board Member in cases of doubt.

In cases of romantic or sexual relationships between a supervisor (e.g. a director) and a subordinate, the supervisor must disclose the relationship to a member of the Village Players of Fort Thomas Executive Board. This is for protection of both parties and the organization as these relationships, even if consensual, may ultimately result in workplace conflict or difficulties.

## **Minors**

Village Players of Fort Thomas takes its responsibility to protect minors participating in its productions very seriously, and will report abuse of minors by adults to legal authorities as required by law. Romantic or sexual relationships between adult Village Players of Fort Thomas participants with anyone under the age of 18 are by definition abusive, illegal and prohibited.

It is also Village Players of Fort Thomas' policy to confidentially contact a minor's parent or guardian if we observe behavior or issues that might be of concern.

## **Alcohol and Drug Consumption**

Illegal or prohibited drugs are not to be consumed by members, performers, production staff, Board members and volunteers while on the Village Players of Fort Thomas' premises.

Alcohol may be consumed off property before or after rehearsals/performances to the extent it does not affect the comfort, safety or performance of any member, performer, production staff, Board member, or volunteer nor harm the reputation of the Village Players of Fort Thomas.

Consumption of alcohol is not permitted in the theater except for during Board approved private events, receptions, or other special events approved by the Board. At no time, is underage consumption of alcohol ever allowed at Village Players of Fort Thomas.

In the context of this provision, anyone exhibiting signs of being intoxicated or under the

influence of alcohol, or an illegal or prohibited drug may be prevented from commencing, recommencing, or continuing their activity at the theater.

## **Health and Safety**

Smoking is prohibited on theater property and no open flame is permitted on the premises without Board approval.

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

Members, performers, production staff, Board members, and all volunteers 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 the Village Players of Fort Thomas in its efforts towards providing a healthy and safe environment. All hazards, accidents or injuries must be reported to a member of the Executive Board.

To avoid injury, cast and crew members should not perform tasks not assigned to him/her, or operate theater equipment on which they have not been trained, without permission from the director or stage manager.

All volunteers are responsible for their own medical expenses if injured at the theater.

If any cast or crew member has a safety concern or complaint, he/she should take the matter to the director. If the matter is not resolved, or the matter relates to the director, then the cast or crew member should take the matter to a member of the Executive Board.

## **Theater Property**

The Village Players of Fort Thomas' premises shall be treated respect.

For show productions and rentals, it is the responsibility of the director, stage manager, cast and crew, or the rental contact to keep the lobby, rest rooms, dressing rooms, and seating area clean during rehearsals and the run of the show. The lobby, restrooms, and seating area will be professionally cleaned once before each show's opening.

The show director or the rental contact is responsible for ensuring that the following duties are completed after every use of the building:

- a. The light/sound booth lights should be turned off at the end of every performance, rehearsal, or rental
- b. All food must be sealed or removed from the premises.
- c. The theater must be empty, appropriate lights turned off or dimmed, and the front and back doors must be locked at the end of every performance, rehearsal, or rental.

Any damages to the theater or to theater property may result in the assessment of damages to the individual(s) responsible.

The alteration of the building or its fixtures is prohibited as is the removal of theater property without the approval of a member of the Executive Board.

This Code approved on July 7, 2020 replaces all other previously enacted codes or standards of conduct.