

Vox Theatre Arts Code of Conduct



DISCLAIMER:

This code of conduct is designed to provide a clear framework for members, cast members, production team and volunteers of Vox Theatre arts and those associated with it on how to conduct themselves whilst working with or involved with the company. The Code of conduct seeks to provide a safe, enjoyable, and equitable environment for all in their involvement whilst working with or associated with Vox Theatre Arts and its associated groups. The code also seeks to maintain the reputation and brand of the company so all can remain in the highest of regard.

A copy will be provided to every member, performer, production staff and volunteer digitally (physical copies on request). Should anyone have any questions, worries or concerns, they should consult the company secretary or production manager in the first instance. After that, please see the grievance policy. This code can be amended from time to time, wherever necessary, and will be regularly reviewed. Updated copies will be posted as soon as amendments have occurred and from then on will be expected to be adhered to (physical updated copies can be made available upon request). It is designed to keep people safe and to clearly present Vox Theatre Art's expectations.

Mission Statement:

Our mission is to give opportunities to underrepresented voices and foster a community that is open, inclusive and diverse. Through our productions, we aim to create authentic portrayals of the world around us, showcasing stories of all types of people. Join us on this journey, and let's break theatre's boundaries together.

Aim:

Members and volunteers are encouraged to:

- Participate wholeheartedly in their role in the Company.
- Work equally for yourself and the production.
- Abide by the principles of theatre etiquette.
- Abide by the policies and practices of Vox Theatre Arts as they apply.
- Cooperate with all members of the production team and fellow cast members.

When defining theatre etiquette:

- Arrive early to all rehearsals, production meetings, work calls, and performances.
- Come to each rehearsal and work call prepared and focused on the task at hand.
- Be courteous and use manners. Say "Please" before requests and "thank you" after.
- All personnel should acknowledge the stage manager's calls with a polite "thank you."
- Conscientiously meet all production deadlines.
- When creating a role, know your lines thoroughly when you are supposed to be "off book."
- When arriving at the theatre for performances, actors and crew members should sign themselves in ON TIME. Never ask others to sign in for you.

- Actors should be unfailingly courteous to ALL production personnel. Crew members are colleagues and collaborators.
- Allow for quiet time before the performance and rehearsal. This helps us prepare and focus for the work ahead.
- Limit your socialising to appropriate times - prior to and after rehearsals and during rehearsal breaks. Talking during can be disruptive, distracting, and, at times, dangerous.
- Practical jokes have no place in performance - ever. This can include changing direction/choreography whilst performing.
- An actor never gives another actor an unsolicited critical note on performances.
- Actors should arrive at costume fittings on time. In addition:
 - Take a shower or bath before your fitting.
 - Use roll on deodorant.
 - Wear proper, clean underwear.

In the dressing room, actors should:

- Keep your things to your allotted counter space.
- Never borrow another actor's makeup (or anything) without permission.
- Use roll on deodorant, but not perfume - others may be more sensitive to scents and medical conditions.
- Be mindful of who is around you when undressing.
- Always hang up your costume - unless it is a crew-assisted quick-change.
- Do not eat or drink in costume. Water is the only exception to this rule.
- When cast in a role, an actor should not alter hairstyle (including facial hair) in any way until first consulting the costume designer and/or director.
- Communicate any costume damage to the costume supervisor or wardrobe head.
- If you make a mess in your dressing area, clean it up.
- Do not move, borrow or play with props without consulting your stage manager- especially if they are not your own.
- Let the stage manager know if a prop or scenic element is broken.
- Crewmembers: you should wear appropriate, clean clothing for your call (theatre blacks preferred)
- Cast and crew should remain as quiet as possible backstage.
- Headsets are used only for communication required during production such as calls, warnings, and cues. Technicians, stage managers, and assistant stage managers should keep chat to a minimum.
- Crew members: do not perform tasks that are not assigned to you.
- Do not move, borrow, or play with the props.
- Report broken props or scenic elements to the stage manager as soon as possible.

In addition to the above, senior members of the production team are expected to:

- Understand the responsibility they hold for the cast and production team.
- Be reasonable in their demands on performers' time, energy, and enthusiasm.
- Encourage the cast to learn and abide by the principles of theatre etiquette and stagecraft.
- Encourage the cast to find fulfilment through mutual achievement.
- If senior members of the production team have grievances during their particular season or have concerns, they must consult the producer. If they do not feel comfortable consulting the producer, they must consult another team member to discuss these concerns and grievances. They **MUST NOT** communicate these concerns to cast members, members or those not associated with Vox (excluding therapeutic circumstances). The position you hold on the production team will be at risk if it is found that you have not upheld this standard in the code.

Duties:

Vox Theatre Arts requires that all members with positions of responsibility over children (i.e., aged 18 years or older) will have attained a valid Blue card and/or Teachers registration to ensure the safety of the youngest members in our organisation.

In addition to complying with the above, all are expected to:

- Treat everyone with dignity and courtesy.
- Be fair, considerate, and honest in all dealings with others.
- Refrain from participating in any behaviour which may bring Vox Theatre Arts into disrepute.
- Display respect and professionalism in all activities.
- Observe proper meeting conduct and protocols.
- Be courteous in dealings with other members of the Vox Theatre Arts community.
- Abide by the code of conduct and/or conditions of use, of the venue being used.

DISCRIMINATION, SEXUAL HARASSMENT AND BULLYING

Vox Theatre Arts will not tolerate discrimination in any form. Discrimination is defined as any behaviour or practice which reflects an assumption of superiority of one person or group over another person or group, or disadvantages people on the basis of their real or perceived membership of a particular group and includes such behaviour as less favourable treatment, unfair exclusion and the asking of discriminatory questions. Members and volunteers are expected to respect the rights and dignity of others and treat others fairly and equally regardless of their gender, ability, cultural or national background, religion, sexuality, or appearance.

Equally, Vox Theatre arts will not tolerate bullying. Bullying is behaviour that intimidates, offends, degrades, insults, or humiliates another person. Bullying can be physical, verbal, sexual, exclusionary, discriminatory, or visual. It can happen in person or online (cyber bullying).

Vox Theatre Arts will not tolerate sexual harassment. Sexual harassment is any unwanted, unwelcome, or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated, or offended. Examples of bullying/harassment can include, but are not limited to:

- Aggressive, frightening, or violent behaviour.
- Threats of violence against an individual or damage to their personal property.
- Rude, offensive, or unwanted comments.
- Touching or brushing against others in a sexual manner.
- Rude or unwanted SMS Messages sent to, or about, another person.
- The use of photographs of an individual or a group without consent.
- The use of social media to spread rumours or harass an individual or group.

If anyone feels they have experienced or are experiencing discrimination, bullying, or harassment, they should contact the Producer in the first instance. If you do not feel comfortable in doing so, you should contact a member of the committee and seek advice and support to ensure that you feel more comfortable in any actions or processes within the company.