



CODE OF CONDUCT FOR THE VILLAGE FOLLIES

Welcome to the Village Follies! This Code of Conduct is designed to clarify our expectations on how members, performers, production staff, board members, and all volunteers must conduct themselves while involved in the activities of the Village Follies.

We are committed to ensuring integrity and the highest ethical standards in respect of our members, our staff, and our volunteers. If anyone has a question on the Code, they should consult any member of The Board of Directors. Anyone involved in Village Follies activities will be expected to uphold the Code.

The following are guiding principles of conduct expected. While we cannot address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide your daily conduct. When in doubt – Do the Right Thing.

Performers and production staff are expected to:

- Abide by the principles of standard theatre etiquette.
- Co-operate with the director, producers, all members of the production team and fellow cast members.
- Commit wholeheartedly to the production, rehearsals, and activities.
- Respect the director's /producers' authority and accept instructions.
- Take questions about your performance/duties to the directors/producers.
- Respect the belongings of other cast/crew members and do not touch them without permission.

Directors/Producers: You have the responsibility for your cast – exercise it.

- Be reasonable in your demands on performers' time, energy, and enthusiasm. Remember that they have other interests, jobs, families, and other demands on their time. Be flexible, when possible, to accommodate schedules/conflicts.
- If a director is notified of a complaint/issue but is unable to resolve the matter, they will bring it to the Producers. If the producers are unable to resolve the matter they will bring it to the board. The Board will work with the director in such a manner as to protect the integrity of the Village Follies, production and cast/crew. This resolution may include dismissal of individual(s) at the center of the issue and may be prohibited by the Board from working on any future production for a period of time or banned.
- Ensure that the space is respected and picked up.

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

- Treat everyone with dignity and courtesy. Leave personal issues outside the theatre.
- Treat theatre facilities, Winnetka Community House spaces, costumes, or props with respect. Any damage to Winnetka Community House spaces or theatre facilities by any participant will result in the assessment of damages to the individual(s) responsible.
- Be fair, considerate, and honest in all dealings with others. Display control, respect, and professionalism.
- Controlling their temper: verbal abuse of others during Village Follies activities is unacceptable.
- To avoid injury, no one should perform a task not assigned to him/her/them or operate theatre equipment on which they have not been authorized to do so.
- Potentially providing costume pieces such as pants, shirts, or shoes. Some directors request more elaborate pieces. If you need assistance, talk to your director. If they cannot help, contact a producer.
- All pre-approved items purchased from the show's approved budget are therefore Village Follies Property. The removal of theatre property without approval is prohibited.
- Only cast/crew are permitted backstage during rehearsals and performances.

Discrimination, Sexual Harassment & Bullying

All participants of the Village Follies are expected to respect the rights, dignity and worth of others regardless of gender, sexual orientation/identification, ability/talents, cultural background, age, size, religion or any physical or psychological disabilities. Discrimination is any behavior or practice which reflects an assumption of superiority of one group or individual over another, or disadvantages people based on real or perceived membership of a group. This includes behavior such as less favorable treatment, unfair exclusion/other discriminatory behavior.

The Village Follies will not tolerate harassment, sexual harassment or inappropriate sexual conduct of any type. Sexual harassment is any unwanted, unwelcomed, or uninvited behavior of a sexual nature which makes a person feel uncomfortable, humiliated, intimidated or offended. Any sexual/coarse joking, purposeful physical exposure or inappropriate touching of any volunteer under the age of 18 will be interpreted as sexual harassment by the perpetrator and are grounds for immediate dismissal and exclusion from all activities of the theatre troupe with the possibility of criminal charges.

Bullying will not be tolerated. Examples included but are not limited to aggressive behavior, threats of assault to person or property, rude or demeaning comments whether in person or online, using aggressive body language or gestures, or other purposeful actions or words that are intended to intimidate or diminish others.

If anyone feels they have been discriminated, bullied or harassed in any way they should immediately contact the producers or a member of The Board of Directors for immediate and confidential assistance.

Names & Pronouns

Please attempt to refer to each person by the name and the pronoun(s) *by which the person wants to be referred*. If you do not know, ask in a tactful and respectful way. For example, you can say, "what pronouns do you use?" Continued intentional misuse of a person's name and pronouns – also known as misgendering – may breach the person's privacy, may put them at risk of harm, and in some circumstances, may be considered harassment.

Health & Safety

Everyone has the right to participate in an environment that is physically and emotionally safe. Participants 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 hazards, accidents or injuries must be reported immediately. All volunteers are responsible for their own medical expenses if injured during a Village Follies sanctioned event.

Alcohol & Drug Consumption

Illegal or prohibited drugs are not to be consumed by participants of the Village Follies while performing duties with the Winnetka Community House. Alcohol or Medically Prescribed Substances 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 Follies. In the context of this provision, anyone exhibiting signs of being intoxicated or under the influence of alcohol, medically prescribed substance or an illegal or prohibited drug may be prevented from commencing, recommencing or continuing their activity with the Village Follies.

Grievances/Complaints

If anyone has a grievance or feels that they have been unfairly treated, they are encouraged to raise this issue with the producers or a Board Member for immediate and confidential assistance. The Board of Directors is committed to upholding both the letter and spirit of this Code and the mediation and resolution of any grievance in an expeditious manner.

CODE OF ETHICS ATTESTATION

All participants in each production must sign and date this form before starting work on the production. (Includes actors, directors, assistant directors, stage managers, technical operators, stagehands, and any other members of the production team.)

I have read and I understand The Village Follies 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 Producer(s) and/or Board, I could be subject to probation and/or barring from future involvement related to the Village Follies if I violate any of these rules.

Printed Full Name: _____

Signature: _____ Date: _____

Board Member Signature: _____ Date: _____