

General Code of Conduct

This Code of Conduct Policy is designed to clarify CODY Musical Theatre Company's expectations of how all members should conduct themselves whilst involved in the activities of the Company. Our responsibilities are both legal and moral. Legally, the Company has to comply with the Equal Opportunities Act in ensuring that no one within the Company experiences unfair discrimination on the basis of their sex, race, age, disability, sexual orientation, religion or belief, and gender reassignment. Morally, we all want the Company to be a place that we enjoy coming to and where everyone can feel valued, comfortable, supported and secure. The Company is totally reliant on volunteers and therefore we have to operate with a higher degree of trust in each other than would necessarily be the case for a business with contractual employment relationships.

By following this Code of Conduct your reputation, and the reputation of CODY Musical Theatre Company, will be upheld and protected.

All individuals involved in CODY Musical Theatre Company activities are expected to:

- Treat everyone with respect
- Be fair, discreet, considerate and honest in all dealings with others
- Refrain from any behaviour which will bring the Company into disrepute
- Display control, respect and professionalism in all activities
- Be courteous in dealings with others
- Control their temper
- Refrain from any violent behaviour.

CODY Musical Theatre Company will not tolerate discrimination, bullying, verbal or physical abuse, or sexual harassment against any member or volunteer involved in the Company's activities. All existing members, and new members joining the Company, have access to this Code of Conduct from the website. This Code should be read in conjunction with our Rules and Child Protection Procedure, also available from our website.

Conduct at Auditions

We conduct open auditions for anyone, member or not, for most principal parts for each production. Our rules, sections 21, 22 & 23, cover the requirements of the Company and auditionees.

Audition dates are set a minimum of 3 months prior to the audition date to give ample opportunity for those wishing to participate, as well as, where practical, an alternative audition date. Audition pieces are made freely available from the website to give each auditionee an equal opportunity to familiarise themselves with the requirements and audition pieces for each role.

The Cast Selection Board shall consist of a Board Chairman, the Director, Musical Director, and Choreographer for the production being cast, plus at least 2 others. A Selection Board will consist of no fewer than 5 individuals (excluding the Board Chairman) and must always be made up of an odd number. Where a conflict of interest in the casting may occur (e.g. relative of a member of the Board), then that person will not participate in decision making and the Board Chairman takes their place for that role.

Whilst CODY would like to give equal opportunity to all members, casting is based on the auditions presented and roles are granted to the most suitable individuals as determined by the Board. The Board may however consider past behaviour and performance of individuals as a deciding factor.

All auditionees can only submit their application for roles within the production based on:

- Availability to attend all rehearsals throughout the rehearsal period (holidays and work absences must be declared to the Production team at the earliest opportunity)
- Non-participation in other productions during the rehearsal period (unless declared in advance to the Production team)
- Acceptance, respect and support of the decisions of the Cast Selection Board as final

CODY Musical Theatre Company will not accept the harassment of any member of the Board, or successful auditionee, by any other member of the Company.

Conduct at Rehearsals

All performers who have agreed to take part in a production should be fully committed to their involvement and supportive of other cast members, production teams and crew at all times. Rehearsal schedules are drawn up and published in advance, but due to the nature or different performances and availability of personnel, may be subject to continued change. Attendance at rehearsals is

mandatory, should an individual be not available, then the Production team should be informed at the earliest opportunity. Continued absence may result in exclusion from the production, as covered in Rule 25.

All members of a production are required to learn the materials provided at the earliest opportunity in fairness to the Production team, to fellow performers, and ultimately to our paying audiences. This may require additional work and self-study outside of allocated rehearsal times.

Rehearsals are an opportunity for performers to grow and develop. All members of the cast and Production team have a duty to support others and assist their development of their role, and general learning of musical theatre performance.

Full respect must be given to the rehearsal space to ensure continued good will with the owners of that space. Respect must be given to the principal use of that space. Any equipment must only be used where directed and should be returned to the original location and condition at the end of each rehearsal. Any rubbish must be correctly disposed of, or preferably taken away from the premises. Any accidental damage to the property must be immediately reported, theft and wilful damage of property will not be tolerated.

Performing Member Fees

Fees are to be paid by every performing member in the cast for each production. These fees contribute toward costs of rehearsal facilities, performing on stage and relevant Company insurance on behalf of those members. As such, applicable fees are due from the moment of casting for each production, at a minimum fees should be paid in full within 4 weeks of casting. At the discretion of the Production team, in agreement with the Committee, individuals may be co-opted into a section of a production where required without the requirement for the full, or partial, performing member fee to be paid.

Conduct During Performances

CODY Musical theatre Company prides itself in giving top quality entertainment to their paying audiences, pushing boundaries to make each performance the best it can be. It is the responsibility of all those involved in our productions to give their best to each performance and encourage and allow others to do the same.

Attendance at every performance in the Theatre is mandatory for all cast members. Cast members should arrive in plenty of time for each performance, as guided by the Production team and Stage Manager.

For each performance period a code of conduct is published which must be adhered to, this covers the safety of all those involved, the requirements of the Theatre and the correct use of any staging and equipment used during the performance. Any instruction given by the Stage Manager, Crew or Theatre staff must be adhered to. Any member found to be intoxicated, or under the influence of drugs shall be excluded from that performance and asked to leave the premises.

Respect must be given to the Theatre and any hired staging, costumes and equipment. Any equipment must only be used where directed. Any accidental damage to the property must be immediately reported, theft and wilful damage of property will not be tolerated.

Bullying and Harassment

CODY Musical Theatre Company is committed to providing a creative working environment free from harassment and bullying and ensuring all performers, crew, officers, volunteers, visitors and audience members are treated, and treat others, with dignity and respect.

The following covers harassment or bullying which occurs at rehearsals, performances, meetings or during any other activities arranged by the Society, including social functions.

The theatre and creative world pushes boundaries; it explores, expands, and celebrates the spectrum of human emotions and experiences. This should never be at the expense of safety or people's right to not be bullied or harassed.

What is harassment?

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.

It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.

Harassment may include, for example:

- Display or circulation of sexually suggestive material or material with racial overtones.
- Use of slang names for racial groups, or age groups, or for disabled persons.

- Professional or social exclusion.
- Unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
- Offensive emails, text messages or social media content
- Mocking, mimicking or belittling a person's disability

A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

What is bullying?

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.

Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, for example:

- Shouting or swearing at people in public or private
- Spreading malicious rumours
- Overbearing and intimidating levels of supervision
- Inappropriate derogatory remarks about someone's performance
- Physical or psychological threats
- Constantly undervaluing effort
- Rages, often over trivial matters
- Ignoring or deliberately excluding people.

Legitimate, reasonable and constructive criticism of a person's performance or behaviour, or reasonable instructions given to persons in the course of their rehearsal & performance, will not amount to bullying on their own.

How we can all help to stop bullying and harassment?

We all have a shared responsibility to help create and maintain a working environment free of bullying and harassment. You can do this by:

- Considering how your own behaviour may affect others and change it.
- Being receptive, rather than defensive, if asked to change your behaviour.
- Treating other members with dignity and respect.
- Taking a stand if you think inappropriate jokes or comments are being made.
- Making it clear to others when you find their behaviour unacceptable.
- Intervening, if possible, to stop harassment or bullying, and giving support to victims.
- Reporting harassment or bullying to a member of the CMTC committee.
- Being open, honest and objective in any investigation of complaints.
- Set a good example by your own behaviour.
- Ensure that there is a supportive environment.

What to do if you are being harassed or bullied?

If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. If this is too difficult or embarrassing, you should speak to an officer of the Society, who can provide confidential advice and assistance in resolving the issue formally or informally.

Informal approach

You may be able to sort out matters informally. The person may not know that their behaviour is unwelcome or upsetting, so an informal discussion may help them to understand the effects of their behaviour and agree to change it.

If you feel able to, tell the person what behaviour you find offensive and unwelcome, and say that you would like it to stop immediately. You should keep a note of the date and what was said and done.

If this is too difficult for you, then please talk to a member of the Production team, the CMTC committee, or a trusted friend, for advice and assistance. They may for example speak to the person concerned on your behalf, or accompany you when you speak to them.

If the informal approach is not appropriate, or has not been successful, you should raise it formally with a member of the CMTC committee

Formal procedure

When a team member feels that they need to deal with an issue of harassment or bullying formally, they should do so by contacting a member of the CMTC committee.

The Committee will investigate complaints in a timely, confidential and sensitive manner. The investigation will be conducted where possible by someone with appropriate experience, and no prior involvement in the complaint. Details of the investigation, and the names of the people involved, will only be disclosed on a 'need to know' basis.

Once the investigation is complete, we will inform both parties (separately) of our decision. Whether or not your complaint is upheld.

Consequences of a breach of this policy

If after due investigation we consider that a CMTC member has been harassed or bullied by another member the matter will be dealt with under the rules of CMTC (see rule 26). The person concerned may ultimately be excluded from CMTC.

Some bullying or harassment will constitute unlawful discrimination if it relates to any of the Protected Characteristics as detailed in the Equal Opportunities Act. Such behaviour could constitute a criminal offence, punishable by a fine and/or imprisonment. If the Committee believes this to be the case, then the appropriate authorities will be informed.

Where it is found that a member of CMTC has been harassed by a third party, such as a supplier or independent contractor, the Company will take such steps as are reasonably practicable to prevent any recurrence.

If someone makes a complaint which is not upheld, and the Company has good grounds for believing that the complaint was not made in good faith, the Company will take appropriate action against the person making the false complaint.

Protection and support for those involved

Team members who make complaints in good faith, or who participate in any investigation must not suffer any form of retaliation or victimisation as a result. Any member engaged in retaliation will be subject to appropriate action.

Record-keeping

Information about a complaint by or about a member along with a record of the outcome and any other notes or documents compiled during the process will be kept. These will be processed in accordance with our Data Protection policy.