



Castlemaine Theatre Company

Code of Conduct

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## President's Message:



Kate Stones, CTC President

People often talk about the 'magic' of theatre. The nature of this magic is ultimately mysterious, and yet, we can attempt to unpack it a little. In this world of OH&S, seatbelts, helmets, fences and lifejackets, theatre is one of the few environments in which we are encouraged to take both personal and emotional risks. In theatre we are laid bare, the pressure of performance revealing our most exalted and most vulnerable selves. This is the case for all those involved in delivering the performance to an audience, not just the actors. It is this shared vulnerability that gives rise to some of the magic of theatre. If theatre demands this level of vulnerability, then it equally demands of us a special level of care and respect for one another, so we can foster a safe space within which to create our play.

The Castlemaine Theatre Company is a true community theatre, proudly open and inclusive. But the term community is not just about access, it's about the sense of community that is created within each production, in the care and respect that we give one another, witnessing our own and each others process with curiosity and compassion, celebrating what we each bring to the table.

Kate Stones  
CTC President

January 2019

## Vision and Values

We are dedicated to creating high quality, entertaining and challenging productions for the benefit of our local community.

### We aim:

- To provide high quality local entertainment that is engaging and affordable
- To present productions covering a wide range of genres, including: drama, comedy, historical, contemporary, Australian, cabaret and musicals, works for young people
- To encourage and support people to develop new skills in all areas of theatre production, including: acting, directing, writing, production management, costume, music, stage management, set design and construction, lighting and sound engineering
- To create new and interesting artistic and learning opportunities through workshops and play readings
- To support and partner with local and non-local organisations, sharing resources and creative energy

### Our values:

***Inclusive:*** We are open to new people, new ideas, new opportunities, and new ways of working.

***Supportive:*** We aim to create a safe and supportive space to take risks and experiment with creativity.

***Collaborative:*** We believe that collaboration is, and always has been, at the heart of the theatre. We want the talents and voices of all participants to be reflected in everything we do.

***Respectful:*** We respect all people, all contributions, all ideas and all differences. We expect every participant to commit to, and support the other people involved in our projects.

***Creative:*** We value creativity, imagination and inventiveness, and welcome new ways of thinking about and making theatre.

## Inclusiveness

The CTC is a proudly LGBTIA+ inclusive company. We do not accept, condone or tolerate homophobic or transphobic attitudes, behaviours or language amongst our cast and crew.

The CTC is a proudly feminist company. We do not accept, condone or tolerate misogynistic attitudes, behaviours or language amongst cast and crew.

The CTC respects all faiths, ethnicities and backgrounds. We do not accept or condone any racist attitudes, behaviours or language amongst cast and crew.

The CTC is an all abilities proud theatre company. We encourage folk of all abilities to participate in the company, from performing on stage to helping out with back stage production. We do not accept or condone any ableist attitudes, behaviours or language amongst cast and crew.

The CTC supports parents and carers in achieving their creative and artistic goals and provides a warm and welcoming environment for participation. This includes flexibility in care arrangements where necessary.

## Best Practice Guide Overview

To help give our audiences and each other the best possible experience, the Castlemaine Theatre Company has developed a best practice guide for all **cast and crew**. This is in line with our vision for the company.

This includes:

- Arriving on time to all rehearsals and call times during performances
- Encouraging each other – share praise, acknowledge achievements!
- Showing initiative and flexibility
- Respectful communication
- Working on their craft in own time (cast)
- Actively assisting in promotion (such as sharing social media posts, handing out postcards and popping up posters etc)
- Enthusiasm and Focus: these two go a long way in bringing together a great show and happy theatre space!

## What is expected of cast and crew

### Behaviour towards other members of the production

All cast and crew are encouraged to abide by the company's core vision in relation to the following:

- All cast and crew are expected to treat each other with respect, kindness and acceptance at all times and conduct themselves in a civil and respectful manner to all other cast, crew and audiences. Gossip and rumours can be damaging to the people involved as well as the company. Here at the CTC we ask that folk take a step back when tempted to initiate or join gossip and rumours:
  - Is what I am about to say true?
  - Is it harmless?
  - Is it necessary?
  - How would I feel if someone said something similar about me?
- Bullying and/or aggressive behaviour is a no go. This will not be tolerated at any time.
- Zero tolerance policy on any sexual or racial harassment and/or discrimination. Any occurrence may result in you leaving the production. This includes the sharing of inappropriate visual, written and/or printed material and offensive jokes (if you have to wonder if the joke or material is appropriate or not...then usually it isn't...so you know your answer!).

Attachment A at the end of this guide provides details of the sorts of behavior that may constitute discrimination, sexual harassment and/or bullying.

## Conflict Resolution

Where a person has any grievance with another member of the cast and crew:

- in the first instance, the grievance should be addressed solely with that other person in a positive, timely and constructive manner (this does not include severe breaches of trust or issues that fall under our zero tolerance policy); and
- if the issue is not resolved, or one party is consistently unavailable – the company must be notified. Usually the point of contact for cast is the Director and for crew, the Stage Manager. They will decide the next, appropriate steps.

## Breaches of the Code of Conduct

Where a person's behavior towards another is considered to be a serious breach of this Code of Conduct, the matter will be dealt with under the procedures outlined in Attachment B.

In the case of minor breaches of the Code of Conduct, the Castlemaine Theatre Company:

- aims to act in a positive and educative way to ensure future compliance; and
- will assist the person by:
  - giving them clear and direct information about how their behaviour varies from that expected; and
  - negotiate a way of correcting the behaviour to meet the required standard.

Serious or repeated non-compliance with the Code of Conduct is regarded as misconduct and could lead to the individual being exited from the production.

Criminal matters will be referred to the police or other appropriate authorities.



## Punctuality

- Don't be late! Arriving 10 minutes before rehearsal time gives everyone a chance to wind down after a day at work, home or school and get in the right headspace to begin rehearsals.
- Call time for cast and crew during show run is 2 hours before performance. Again, punctuality is key here: it is important to spend time in the theatre space preparing (cast and crew) and being part of warm up exercises (cast) prior to each show.
- If running late please call or text the director or point of contact when you know you will not be on time.

## Rehearsals

All cast are expected to participate in fostering an inclusive and supportive environment in which all members are freely able to express themselves and take creative risks.

- Actors are required to have all lines down by the set deadline. This gives all cast the opportunity to freely explore blocking and characterisation in a timely manner.
- Cast must attend all rehearsals as set out in the call sheet. Cast are expected to be open and realistic about their availability during the audition process. Once committed to the production, cast are expected to attend all scheduled rehearsals.

## Venue Etiquette:

- All cast and crew are expected to treat all venues with respect and appropriate care.
- All cast and crew are responsible for their own belongings. The CTC takes no responsibility for lost/stolen property. We encourage all cast and crew to keep a clean and tidy area. This includes the cast keeping dressing rooms tidy and caring for costumes and props (please hang up your costumes! Did we mention that already?! It's a real issue peeps!).
- All family and friends or those not part of the show (cast, crew or CTC members) are not permitted in the dressing rooms or performance space before, during or after the show. Exceptions can be made if assisting in preparation with prior consent from point of contact.

## Props and Costume Handling:

- Please be aware of what props you have and ensure that they are in the right place before you go on stage. Best to also re-set your props post show. If props are not where they should be or you are not sure where they go, ask the Stage Manager.
- If props are damaged or lost, let the Stage Manager know immediately: this will help prevent any mid show mishaps!
- All actors are expected to help with bump out after the show run, and are encouraged to assist other cast and crew to ensure a timely and safe process for all!

- Actors should hang up all costumes assigned to them at the end of every show. This will help to keep the dressing rooms tidy and in order for the next show. At the end of the run, all costumes that are provided by the CTC must be left hanging up in the dressing room for bump out.
- The Costume Manager has final say in all costume decisions.
- Any costume issues need to be addressed directly to the Costume Manager.
- Any prop issues need to be addressed directly to the Stage Manager.

#### Promotion:

- All cast and crew are encouraged to help promote the show by liking and following the CTC Facebook page (@castlemainetc) and Instagram page (@castlemainetheatreco). These are the one stop place for all things promotion and event details. We also have a YouTube channel – pretty great resource for sharing past show video reels!
- All cast are given a small amount of promotional material to distribute to friends and family in the lead up to the show.
- If you have granted permission to use your image for promotional material this may be used across our socials (Facebook and Instagram) as well as in local newspapers.
- No comp tickets are given to cast or crew.

## Health and Safety:

We all love a good time! However... some ground rules:

- Cast and crew are not to be under the influence of alcohol or drugs during any rehearsal or performance.
- Your wellbeing is important to us: eat well, sleep well – perform well!

## Final Word

On behalf of the CTC we are super excited to have you join us on this journey. It is our intention to provide a warm, welcoming space that encourages support, inclusiveness, creativity and most of all really great theatre!

*Theatre of the people, by the people, for the people*

## ATTACHMENT A – DISCRIMINATION, SEXUAL HARRASSMENT & BULLYING

### What is Discrimination?

Direct discrimination: is when a person is treated less favourably than another person in the same or similar circumstances due to any of the attributes listed below.

Indirect discrimination: is when there is unreasonable requirements, that may seem neutral but may disadvantage a person because they have one or more of the attributes below.

These attributes include:

- religion
- sex
- age (young, old or age in general)
- race, colour, ethnic background
- a disability, disease or injury
- pregnancy and breastfeeding
- social origin
- political opinion
- marital status (married, divorced, unmarried, defacto, same sex relationship)
- sexual orientation (intersex, gender identity, gay, lesbian, bisexual, transgender, transsexual, queer, heterosexual)

Discriminatory behaviour may include:

- offensive 'jokes' or comments about a person's racial or ethnic background, sex, gender identity,
- age, disability or sexuality
- expressing negative stereotypes and assumptions of particular groups eg 'all women...'
- judging a person on the characteristics listed above
- not allowing a transgender person to use the bathroom of their preference.

## Sexual Harassment:

Sexual harassment is unlawful under the Victoria Equal Opportunities act 2010.

Sexual harassment is unwelcome, uninvited behaviour which is offensive from the viewpoint of the person being harassed, it does not matter if the offender did not intend to sexually harass the other person.

### **Sexual harassment occurs when a person:**

- makes an unwelcome sexual advance
- makes an unwelcome request for sexual favours
- engages in any other unwelcome conduct of a sexual nature

### **Conduct of a sexual nature includes:**

- subjecting a person to any act of physical intimacy
- making a remark or statement with sexual connotations to a person or about a person (either written or spoken).
- making any gesture, action or comment of a sexual nature.

Sexual harassment does not include behaviour which is based on mutual attraction and consenting friendships, if the interaction is consensual, welcome and appreciated, it is not sexual harassment.

### **Examples of sexual harassment include:**

- unwelcome patting, pinching, touching, necessarily brushing up against a person or unnecessary familiarity.
- offensive comments or questions about a person's physical appearance, dress or private life.
- persistent unwelcome demands or subtle pressure for sexual favours.
- staring or leering at a person or their body parts.
- showing sexually explicit pictures, posters or images on devices
- sexually explicit messages via written text or verbally
- humor such as suggestive jokes or comments
- innuendo
- requests for sex

- insults or taunts based on sex
- intrusive enquiries into someone's private life
- sexually explicit physical contact.

**Criminal offenses include:**

- physical molestation or assault
- indecent exposure
- stalking
- sexual assault
- obscene communication

## Bullying:

Bullying is the act of repeatedly behaving in an unreasonable way towards another person.

Unreasonable behaviour is behaviour which victimises, undermines, threatens or humiliates the person being bullied. In some circumstances, serious bullying may be illegal.

Bullying is repeated or occurs as part of a pattern of behaviour, it can be intentional or unintentional and can include:

- intimidation
- physical or verbal abuse
- excluding or isolating an individual
- yelling, screaming or using offensive or insulting language
- spreading misinformation or malicious rumours
- psychological harassment
- unjustified criticism or complaints

This includes behaviours executed in the online space.



**Bullying is not:**

- constructive criticism or feedback
- a single incident of unreasonable behaviour
- reasonable direction, decisions or actions
- disciplinary actions in response to a complaint.

**Bystanders:**

A bystander is a person who witnesses or learns about potentially unacceptable behaviour. we expect bystanders to:

- call the behaviour out if they feel safe to do so.
- report unacceptable conduct.

**Working with Children:**

Treat children and young people with respect and value their ideas and opinions.

- Act as a positive role model in all interactions with children and young people.
- Respect the privacy of children, their families and carers and only disclose information to people who have a need to know.

**Working with Children Checks**

It is a requirement of the Castlemaine Theatre Company that Committee Members have a valid Working with Children Check (Volunteer and/or Employment check accepted).

## ATTACHMENT B – BREACHES OF THE CODE OF CONDUCT

### Procedures for dealing with breaches of the Code of Conduct

There is an expectation that CTC members will adhere to the Code of Conduct at all times including: during rehearsals, performances and in social settings and events.

CTC believes in the quick resolution of any issues and concerns and we will do our best to keep the matter as confidential as possible. However, if the breach is of a criminal nature, CTC must report the matter to the police or support the victim(s) of the breach in reporting the matter to the police.

In all other cases, the alleged breach will be dealt with:

- by the Director, where the matter involves a member of the cast or crew; or
- by the President of CTC, where the matter has occurred at a social setting or event.

The person dealing with the complaint will:

- speak individually to all those concerned with the breach, including any person who witnessed the behaviour constituting the breach; and
- keep notes of all meetings with the relevant individuals.

The person dealing with the complaint must act fairly and deal with each person in a respectful manner.

The person who is the subject of a complaint must be informed of the complaint and be given an opportunity to be heard in relation to the matter. That person must not victimise the person who made the complaint. Doing so will constitute a further serious breach of the Code of Conduct and will be dealt with appropriately.

In determining whether a breach of the Code of Conduct has occurred and, if so, the severity of the breach, the person dealing with the complaint must consider the behaviour concerned and must not take into account matters that are not relevant.

If satisfied that a breach of the Code of Conduct has occurred, the person dealing with the complaint may do one or more of the following:

- speak with the parties involved to support a resolution;
- speak with the person who committed the breach—
  - advising that the person’s behaviour has caused offence and explaining why the behaviour is inappropriate;
  - requesting that the person desist from such behaviour; and
  - advising that if the behaviour does not stop, further action, may be taken;
- give the person who committed the breach a formal warning.

In the case of a breach of the Code of Conduct by a member or the cast or crew, if the person dealing with the complaint is satisfied that the breach is sufficiently serious, the person who committed the breach may be asked to leave the production.