

HCP CODE OF CONDUCT (revised May 11, 2021)

This Code of Conduct is designed to clarify the Hanover Community Players' expectations on how members, performers, production staff and all volunteers must conduct themselves whilst involved in the activities of the group. By following this Code of Conduct, your reputation, and the brand and reputation of the Hanover Community Players will be upheld and protected. The Code also seeks to provide for a safe, enjoyable and equitable environment for all in the undertaking of their role within the Hanover Community Players.

Hanover Community Players is committed to ensuring the integrity and highest ethical standards in respect of our members, and our volunteers. Underlying this commitment is the need for Hanover Community Players to ensure that all persons contributing to the success of Hanover Community Players act with dignity, honesty, integrity and with respect towards others. This code additionally seeks to improve the theatrical skills of performers, production staff and volunteers by making the theatrical experience attractive, safe and enjoyable for all.

How Does the Code of Conduct Apply To You?

Every member, performer, production staff and volunteer of Hanover Community Players is expected to perform his/her role in accordance with this Code of Conduct.

Members of the Board

You will:

work towards the achievement of Hanover Community Players objectives, as contained in the Constitution and current operational and strategic plans	be accountable for fulfilling the role you have taken on, undertaking your specified role and tasks in accordance with the spirit and objectives of Hanover Community Players
ensure you have or acquire the personal and operational skills for your designated role	attend meetings regularly and promptly except for unavoidable circumstances

Production Team:

You will:

accept the responsibility towards your cast and production team and exercise it	abide by the principles of theatre etiquette; co-operate with the director, stage manager and all members of the production team and fellow cast members.
be reasonable in your demands on performers' time, energy and enthusiasm. Remember that they have other interests and demands on their time	teach your cast the principles of theatre etiquette and stage craft and encourage gratification through achievement

ensure no activities shall take place involving one on one contact between a non-related adult volunteer and child/youth; two adults, 17 years of age or older, should always be present during youth theatre activities	teach proper and safe physical contact as needed for a theatrical performance
--	---

Incorporation of Other Standards

Hanover Community Players requires that all members, performers, production staff and volunteers comply with all laws, regulations and policies governing its activities and the terms of any charters and government policies relevant to their duties with HCP.

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

be fair, considerate & honest in all dealings with others	display control, respect & professionalism; verbal abuse is unacceptable
observe proper meeting and rehearsal conduct and protocols	respect the rights, dignity and worth of others regardless of gender, ability, cultural background, physical or psychological abilities
abide by the rules set out by the venue owners	

Health and Safety

Everyone has the right to participate in an environment that is physically and emotionally safe. Members, performers, production staff and 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 Hanover Community Players in its efforts towards providing a healthy and safe environment.

All hazards, accidents or injuries must be reported to the Hanover Community Players representative in charge of the activity. Incident report forms are required to be completed in serious injury and forwarded to the town office. All medical cards on file are for use in emergency situations and are destroyed at the end of a production.

Alcohol and Drug Consumption

Illegal or prohibited drugs are not to be consumed by members, performers, production staff and volunteers while performing duties with Hanover Community Players. In the context of this provision, anyone exhibiting signs of being intoxicated or under the influence of alcohol, or an illegal or prohibited drug will be prevented from commencing, recommencing or continuing their activity.

Smoking is prohibited by law anywhere in the buildings

Discrimination, Sexual Harassment and Bullying

Hanover Community Players will not tolerate discrimination. Discrimination is any behaviour or practice which reflects an assumption of superiority of one group (or individual) over another 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 asking discriminatory questions.

Hanover Community Players 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.

Equally, Hanover Community Players will not tolerate bullying. Bullying is behaviour that intimidates, offends, degrades, insults or humiliates another person. Bullying can be physical or psychological.

Examples of bullying include:

aggressive or frightening behaviour	rude comments
threats of assault against a colleague or damage to their property or equipment	standing in someone's way or deliberately blocking their path in an intimidating manner

Informal Procedure for Complaints

If you believe that you are being harassed, the first thing to do is to tell the person to stop. Do so as soon as you receive any unwelcome comments or conduct. Although this may be difficult to do, telling the person you don't like their actions is often enough to stop the behaviour.

If the harassment continues after you have confronted the individual, you may want to provide him or her with a written statement of the situation. Include specific details of the behaviour(s) you consider to be harassing, your request to the harasser to stop and your expectations that he or she will stop. Provide details of the next steps you plan to take if the harassment does not stop e.g., filing a formal complaint. Make sure you keep a copy of this statement for yourself. It helps to keep a record of any incident(s) that you experience. This includes when the harassment started, what happened, whether there were any witnesses of what was your response.

If the complaint cannot be resolved informally or if it is too serious to handle on an informal basis, you may bring a formal complaint to the Board.

Formal Procedure for Complaints

In the case of a confirmed (that is to say there is legally acceptable proof and/or unimpeachable sources) serious breach of the Code of Conduct, the Chair and Vice Chair should be notified (or in issues involving the Chair and/or Vice Chair, a quorum of Board members) as soon as possible. The Chair and Vice-Chair or that quorum, must ensure any legal or safety issues are immediately dealt with according to current laws and regulations of the Province.

If in the view of the Chair/Vice Chair or quorum the issue does not require immediate attention, the board as a whole will be convened (where a meeting is not possible due to the need for a timely response or logistical considerations, then board members will be contacted by the best medium available) for a free and full discussion of the issue.

The board will take action to address the breach of conduct with the options of sanctioning those involved (i.e. written warning, removal from the current production) or requesting that person(s) leave the organization.

Generally, the board will share (written, electronically) the specifics of the issue so as to reinforce the Code of Conduct and to ensure transparency. In all cases, records of the issues, including collaborating materials will be recorded/collected for the protection of the Board and Group. The board, at its discretion, will share what parts of any issues it deems appropriate to go beyond the board.

The board, as a whole, will decide if the issue has been resolved and if the issue is closed.

HCP Will -

Hanover Community Players will provide every member, performer, production staff and volunteer with a copy of this Code and brief volunteers, where requested. If anyone has a question about the Code they should consult the Stage Manager, Advocate/Parent/Guardian, Production Manager, Chair, or Vice-Chair in the first instance.

This Code may be amended from time to time, where necessary. Hanover Community Players will distribute updated copies, and changes of the Code will be expected to be adhered to.

This document is not designed to be exhaustive, but all involved in Hanover Community Players' activities will be expected to uphold both the letter and spirit of the Code.

Please sign the attached page and return to the designated person. Thank you.

Hanover Community Players Code of Conduct

I HAVE READ THE CODE OF CONDUCT AND AGREE TO ABIDE WITH IT

MEMBER NAME (please print)

MEMBER SIGNATURE

NAME OF PARENT/GUARDIAN or ADVOCATE
(please print)

SIGNATURE OF PARENT/GUARDIAN or ADVOCATE
(if under 16)