

# Wilkes Playmakers Code of Conduct

All employees, board members, committee members, actors, volunteers and staff (hereby known as Playmakers) are expected and required to abide by this policy. These policies will be presented to Playmakers upon first participation, yearly, and at the beginning of each show.

## Anti-Discrimination

Wilkes Playmakers will not tolerate discrimination. All Playmakers are expected to respect the rights, dignity and worth of others regardless of their race, color, religion (creed), gender, gender expression, age, national origin (ancestry), marital status, sexual orientation, military status, or physical or psychological disabilities.

## Anti-Harassment

Wilkes Playmakers will not tolerate sexual harassment. Sexual harassment is any unwanted, unwelcome or uninvited behavior of a sexual nature which makes a person feel humiliated, intimidated or offended. This includes, but is not limited to unwelcome physical contact, offensive sexual language or jokes, sexual propositions or remarks, obscene gestures or displays, and/or use of company computers for viewing or sharing sexual material.

## Anti-Bullying

Wilkes Playmakers will not tolerate bullying. Bullying is behavior that intimidates, offends, degrades, insults or humiliates another person. Bullying can be verbal, physical, cyber, or exclusion.

Examples of bullying include, but are not limited to:

- aggressive, frightening, or threatening behavior
- public humiliation
- damage to personal property or equipment
- spreading rumors or gossip (verbally, private message, or on social media)
- constant unjustified criticism
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property)

## Smoking, Drugs, and Alcohol

**Non-Smoking Campus:** Smoking and vaping are prohibited on Benton Hall property. Dispose of cigarette butts properly; do not throw them in the parking lot.

**Drug and Alcohol Policy:** No drugs or alcohol are allowed during rehearsals and shows, including arriving under the influence. Do not bring or consume alcohol in the theater. Drinking before rehearsals or performances is unprofessional and unsafe. Violating this policy will result in dismissal from the show. Possession or use of illegal drugs is strictly forbidden and will lead to dismissal from the show and potential arrest.

## Personal Safety

**Respectful Behavior:** Please practice tolerance, acceptance, kindness, and respect for one another at all times.

**Rule of 3 for Safety:** For the safety of all Playmakers, the rule of 3 should be followed. Playmakers should always be in groups of at least three while on the property to prevent incidents or false accusations. All interactions must be visible and interruptible. Adults cannot be alone with a minor. This rule applies to everyone, regardless of age, gender, or role in the production.

**Injury:** Safety is our first priority. Be aware of your surroundings. If you encounter an unsafe situation, notify the appropriate contact immediately and steps will be taken to fix the issue before continuing.

**Property:** Please respect the building and property by not vandalizing, properly disposing of trash and food items, and keeping track of personal belongings.

## Violations

Every person and organization has the right to be free from bullying, harassment, discrimination and retaliation. Bullying, harassment, discrimination and retaliation will not be tolerated, condoned, or ignored at Wilkes Playmakers. This includes in person, written, text, phone and all online platforms. If a claim of these behaviors is proven, disciplinary measures will be applied, up to and including removal from the theater group, volunteer positions, and/or serving as a member of the board.

If a violation occurs, it should be reported to the appropriate contact (stage manager, director, official representative). Violations can also be reported anonymously by a written description of the occurrence left in the office mailbox. Depending on severity of code of conduct violation, progressive disciplinary actions below may be skipped, going straight to review by the Executive Board.

Progressive Disciplinary Action:

1. Verbal warning with documentation
2. Email/Written warning
3. Review by the Executive Board to determine course of action, up to removal from the theater group, volunteer positions, and/or serving as a member of the board.

*\*Failure to comply with the Executive Board's disciplinary decision may result in removal from organization.*