

The Belleville Theatre Guild Code of Conduct

1. Purpose

This Code of Conduct ensures that everyone — cast, crew, volunteers, and audience members — enjoys a safe, respectful, and welcoming environment.

2. Respect and Inclusion

Treat everyone with respect, kindness, and professionalism — regardless of role, age, background, ability, gender, identity, or experience.

Harassment, bullying, and discrimination, will not be tolerated in any form, on or off stage.

Listen actively and value other opinions and ideas.

Encourage others and celebrate collective success.

3. Safety and Well-being

Maintain a safe workspace — report unsafe conditions or behaviour immediately.

Respect personal boundaries, especially during scenes involving physical contact or intimacy.

Follow all theatre safety rules, including set, lighting, and costume guidelines.

Refrain from substance use or impairment during rehearsals or performances.

4. Professionalism and Commitment

Arrive on time and prepared for rehearsals, meetings, and performances.

Communicate promptly if you will be late or absent.

Learn your lines, cues, and responsibilities.

Respect the authority and decisions of the director, stage manager, and production team.

Take feedback constructively and offer it respectfully.

5. Collaboration and Conduct

Support a positive, cooperative atmosphere — theatre is a team effort.

Avoid gossip, disrespect, or negative talk about fellow members or productions.

Share credit generously; no role is too small to make a difference.

Protect the creative process: avoid spoilers or leaks about ongoing productions without consent.

6. Use of Spaces and Resources

Treat rehearsal and performance venues, props, and costumes with care.

Clean up after yourself and help maintain an organized environment.

Respect any shared or borrowed equipment.

7. Online and Public Conduct

Represent the theatre responsibly on social media.

Do not post photos, videos, or behind-the-scenes content without permission.

Avoid online comments or behaviour that could harm the group's reputation or members' privacy.

8. Conflict Resolution

Address concerns directly and respectfully when possible with the person(s) involved.

If a conflict cannot be resolved privately, bring it to the attention of a member of the production team or Board of Directors according to the *Harassment, Complaint and Conflict Resolution Policy and Procedures*.

9. Accountability

All participants in the Belleville Theatre Guild agree to follow this Code of Conduct.

Violations may result in verbal warnings, removal from a production, or dismissal from the group depending on severity.

Our goal is education, resolution, and growth whenever possible.

10. Our Shared Values

Respect • Integrity • Creativity • Inclusion • Joy

By participating in our community theatre, you affirm your commitment to these values and to making our space a safe and inspiring home for the performing arts.

N.B. This Code of Conduct should be made available at auditions, be reviewed with all participants at the first rehearsal following casting, be posted on the website with other governing documents, and in various areas of the theatre (e.g, kitchen, dressing area, backstage, technical booth, box office).