

Ovation! Performing Arts Northwest Code of Conduct Policy

Introduction

Ovation! Performing Arts Northwest is dedicated to creating a welcoming, respectful, and collaborative environment where creativity thrives. This Code of Conduct outlines the standards of behavior expected from **all participants in Ovation activities**. We aim to ensure a positive and inclusive experience for everyone involved.

1. Respect and Inclusivity

- **Respectful Interaction:** Treat everyone with respect and kindness. Disagreements should be addressed professionally and constructively.
- **Inclusivity:** Embrace diversity and ensure that all individuals, regardless of race, gender, sexual orientation, age, disability, or background, feel valued and included.
- **Harassment-Free Environment:** Harassment, discrimination, or any form of inappropriate behavior will not be tolerated. Report any incidents of harassment to the Ovation! Performing Arts Northwest Board Secretary (contact information below).

2. Professionalism

- **Punctuality and Commitment:** Arrive on time for rehearsals, meetings, and performances. If you cannot attend, notify the director or stage manager (if there is one).
- **Preparation:** Be prepared and informed about your role or responsibilities. This includes learning lines, attending rehearsals, and fulfilling any agreed-upon duties.
- **Communication:** Maintain clear and open communication. Address concerns or conflicts directly and professionally with the individuals involved with the program producer or instructor. If you feel uncomfortable expressing your concerns, please email the Board Secretary.
- **Verbal Consent:** Actors should establish verbal consent to work physically with their scene partner and acknowledge each partner's physical boundaries before any scene work involving touch. Consent may be revoked at any time.

3. Collaboration and Teamwork

- **Supportive Environment:** Offer support and encouragement to fellow members. Collaboration is key to our success, and a positive attitude fosters a better working atmosphere.
- **Constructive Feedback:** Accept feedback graciously and use it to improve your performance and contributions. Provide feedback constructively and respectfully. Unless specifically requested, do not offer artistic feedback directly to other cast members or students, as that is the director's or instructor's job.
- **Shared Responsibility:** Recognize that everyone contributes to the success of our productions. Share responsibilities fairly and be willing to assist others when needed.

4. Safety and Well-Being

- **Safe Practices:** Adhere to safety protocols during rehearsals, performances, and other activities. Report any unsafe conditions or practices immediately.
- **Health and Well-Being:** Prioritize your health and well-being and support others in doing the same. If you are feeling unwell, notify the show's producer or the class's instructor.
- **Substance Use:** The use of alcohol, illegal substances, or any impairing substances is prohibited during rehearsals, performances, and other official events.

4. Harassment and Discrimination

At Ovation! Performing Arts Northwest, we are committed to maintaining a harassment-free environment. Harassment in any form is strictly prohibited and will not be tolerated. This includes, but is not limited to, the following behaviors:

- **Verbal Harassment:** This includes derogatory comments, slurs, jokes, or insults based on race, ethnicity, gender, sexual orientation, disability, religion, or any other personal characteristic.
- **Physical Harassment:** Any unwanted physical contact, including touching, grabbing, or assault. This also includes physical threats or intimidation.
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. This includes inappropriate touching, suggestive comments, or sharing explicit materials.
- **Visual Harassment:** Displaying offensive images, posters, or materials, whether physical or digital, that are derogatory or discriminatory.
- **Bullying:** Repeated and deliberate actions intended to intimidate, belittle, or undermine someone's dignity or self-esteem. This includes spreading rumors, exclusion, or other forms of emotional abuse.
- **Cyber Harassment:** Using electronic communications, including email, social media, or messaging apps, to harass, intimidate, or otherwise harm another person

Reporting Harassment

- **How to Report:** If you experience or witness harassment, report it to the Ovation! Performing Arts Northwest Board Secretary immediately. You can do so via email, phone, or in person. Confidentiality will be maintained to the extent possible.
- **Who to Contact:** Reports should be directed to the Ovation! Performing Arts Northwest Board Secretary at secretary@ovationmtb.com.

- **Support:** Support and resources are available for those affected by harassment. Contact the Ovation! Performing Arts Northwest Board Secretary at secretary@ovationmtb.com

Investigation Process

- **Initial Assessment:** Upon receiving a report, the designated authority will conduct a preliminary assessment to determine the appropriate action.
- **Investigation:** A thorough investigation will be conducted to gather all relevant information. This may include interviews with the parties involved and a review of any evidence.
- **Outcome:** Based on the investigation's findings, appropriate action will be taken. This may include disciplinary measures, mediation, or other resolutions. The outcome will be communicated to the parties involved.

Retaliation

- **Zero Tolerance:** Retaliation against individuals who report harassment or participate in an investigation is strictly prohibited. Retaliatory actions will result in disciplinary measures.
- **Reporting Retaliation:** If you experience retaliation for reporting harassment or cooperating with an investigation, report it immediately to the designated authority.

5. Confidentiality

- **Privacy:** Respect the privacy of others and keep personal or sensitive information confidential. Do not share information about others without their consent.
- **Intellectual Property:** Respect the intellectual property rights of the theatre and other members. Do not use or distribute content from Ovation! Performing Arts Northwest without proper authorization.

6. Compliance with Policies

- **Adherence:** Follow all Ovation! Performing Arts Northwest policies and guidelines, including those related to health and safety, anti-discrimination, and any other applicable regulations.
- **Reporting Issues:** Report any breaches of this Code of Conduct or other issues to the designated authority. We encourage open communication and will address concerns promptly and fairly.

Enforcement

Violations of this Code of Conduct may result in disciplinary actions, including, but not limited to, warnings, suspension, or termination of involvement with Ovation! Performing Arts Northwest.

Actions will be proportionate to the severity of the violation and will follow a fair and transparent process.

Conclusion

By adhering to this Code of Conduct, we can collectively foster a positive, creative, and inclusive environment at Ovation! Performing Arts Northwest. We appreciate your commitment to upholding these standards and contributing to our vibrant community.

Contact Information

If you have questions or concerns, please contact the Ovation! Performing Arts Northwest Board Secretary at secretary@ovationmtb.com.

Date of Adoption: [Date]

Review Date: [Date]