



Code of Conduct

Policy Statement

The purpose of this document is to set out the conduct expected of The Tower Theatre Company's members and friends whilst involved in activities on the premises and in other venues.

Mission

"We aim to provide the widest possible range of high quality, affordable drama, within the resources available, enabling people of all ages and backgrounds to experience every aspect of theatre as a participant or as an audience member."

All members and friends will -

- Uphold the integrity and reputation of The Tower Theatre Company by ensuring that their personal conduct is consistent with its values and standards and does not bring the Company into disrepute.
- Treat all people fairly with respect and dignity.
- Not discriminate by direct actions or through rules, practices or procedures that appear neutral, but disadvantage certain groups of people.
- Not engage in conduct towards other members, children or vulnerable adults that could cause physical, sexual, or emotional harm, and exploitation.
- Not harass others through comments, actions, or social media.
- Adhere to all legal and organisational health and safety requirements in force and any security guidelines.
- Behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of themselves, others theatre members and visiting public.
- Not work under the influence of alcohol or use, or be in possession of, illegal substances on the premises.
- Use the theatre's facilities and resources in a responsible manner and account for all monies spent on the theatre's behalf.
- Not use IT equipment, software or e-mail and social media platforms to engage in activity that is illegal or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics or encourages extremism.
- Not use IT equipment to view, download, create, or distribute inappropriate or abusive material.
- Declare any interest that may conflict with fair procurement of goods or services.
- Uphold confidentiality relating to members or any sensitive information.

Complaints

Members who have a complaint or concern relating to breach of this Code should report it immediately to the Chair of the Management Committee. chair.mgt.committee@towertheatre.org.uk

The Code is applicable at all times; failure to comply may result in withdrawal of membership.

Appendix

1. Discrimination

Discrimination means treating a person unfairly because of who they are or because they possess certain characteristics. The Equality Act 2010 highlights 9 protected characteristics: Age, Gender, Race, Disability, Religion, Pregnancy and maternity, Sexual orientation, Gender reassignment, Marriage and civil partnership

Types of Discrimination

Direct Discrimination: when a person with a protected characteristic is treated less favourably than others, it is direct discrimination.

Indirect Discrimination: if there is a rule or policy that puts someone at a disadvantage as compared to others.

Discrimination by Association: if someone is treated unfairly because they know or are associated with a person who has a protected characteristic.

Discrimination by Perception: receiving unfair treatment because someone thinks the person belongs to a group with protected characteristics.

Harassment: unwanted behaviour that makes another person feel offended, humiliated, or intimidated.

Victimisation: when a person is treated badly or subjected to detriment because they complained about discrimination or supported another victim of discrimination.

2. Bullying

Bullying is classified as behaviour that psychologically or physically hurts, manipulates, or isolates a person within the workplace or professional environment. It can involve a singular or repeated incident, or a pattern of behaviour that is intended to intimidate, offend, degrade, abuse, or humiliate a particular person or group of people. While bullying is a form of aggression, the actions can be both obvious and subtle. It is also qualified as the assertion of power through aggression by those in a position of influence or authority.

- Spreading malicious rumours, gossip, or innuendo.
- Excluding or isolating someone socially.
- Intimidating a person.
- Physically abusing or threatening abuse.
- Withholding necessary information or purposefully giving the wrong information.
- Making jokes that are 'obviously offensive' by spoken word or e-mail.
- Intruding on a person's privacy by pestering, spying or stalking.
- Underwork - creating a feeling of uselessness.
- Yelling or using profanity.
- Criticizing a person persistently or constantly.
- Belittling a person's opinions.
- Tampering with a person's personal belongings

It is never appropriate to push people to share their personal experiences to deepen the work in rehearsals. If it is offered, it must remain within the trust of the room.

3. Sexual harassment

Any unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of individuals – which can include unwelcome physical, verbal, or non-verbal conduct whereby the behaviour is inappropriate, offensive, or distressing for the recipient; and such conduct creates an intimidating, hostile, humiliating or sexualised environment for the recipient.

- Gender-related comments about a person's physical characteristics or mannerisms
- Paternalism based on gender which undermines a person's self-respect or position of responsibility.
- Physical contact without expressed consent and (in instances of creative application) applicable discussion or choreography.
- Insinuating, suggestive, sexualised, or offensive remarks or innuendoes about members of a specific gender
- Propositions of physical intimacy inside the work environment
- Gender-related verbal abuse, threats, or taunting

- Leering or inappropriate staring
- Bragging about sexual prowess or questions or discussions about sexual activities
- Offensive jokes, gestures, or comments of a sexual nature about an employee, audience member, volunteer, or Board member
- Rough and vulgar humour or language related to gender.
- Displaying or sending sexually offensive pictures/ pornography, graffiti or other materials through electronic means
- Demands for sexual attention and/or sexual favours.
- Grabbing, seemingly accidental or deliberate touching
- Derogatory remarks about an individual's body/manner
- Promise of advantage for sexual concessions or threat of disadvantage for rejection of advances

It is never appropriate to objectify anyone's body verbally or sexually in a rehearsal room or theatre or for an actor to be made to feel vulnerable through nudity, un-dress, or costuming. Conduct or comments become harassment when they are un-welcome to others or make others feel uncomfortable or threatened, even if they are intended as a joke. Intention is not the same as impact.

4. Harassment

A course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, including any such words or actions based on a ground of discrimination.

- Epithets, remarks, jokes or innuendos, including those related to any of the above grounds.
- Posting or circulating offensive pictures, graffiti, or materials, whether in print form or via e-mail or other electronic means
- Hostile or intimidating actions or remarks
- If a person does not explicitly object to harassing behaviour, or appears to be going along with it, this does not mean that the behaviour is okay. The behaviour could still be considered harassment under this Code of Conduct.