Elmwood Playhouse
10 Park Street
Nyack, NY 10960

(845) 353-1313
www.elmwoodplayhouse.com

Elmwood Playhouse Participant Code of Conduct

Purpose

Our Code of Conduct policy outlines our expectations regarding Elmwood Playhouse participant behavior towards their colleagues, supervisors, and the overall organization.

We promote freedom of expression and open communication. We expect all participants to foster a respectful, safe, collaborative, inclusive, and equitable environment. All participants should avoid offending, participating in serious disputes, or disrupting the Playhouse.

Scope

This policy applies to all Elmwood Playhouse board members, staff, consultants, volunteers, and members.

Policy elements

Playhouse participants are bound to follow our Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with law

All participants must protect the Playhouse's legal standing. They should comply with all environmental, safety, non-discrimination, and copyright and fair use laws. We expect personnel to be ethical, inclusive, and responsible when dealing with the Playhouse's finances, productions, partnerships, and public image.

Respect in the workplace

All participants should respect their colleagues. We do not allow any kind of discriminatory behavior, intolerance, harassment, or victimization. All participants should conform to fair, equitable, and ethical behavior in all aspects of their work.

We are committed to diversity, equity, and inclusion at every level of the organization. We will make clear and explicit by our behavior and communication that diversity is welcome, respected, and desired. We will be aware of who is at our table and actively look to add diversity in authentic ways.

Protection of Playhouse property

All participants should treat Playhouse property, whether material or intangible, with respect and care.

Participants:

- Should not misuse Playhouse equipment or use it frivolously.
- Should respect all kinds of property. This includes physical material as well as creative and intellectual property (production materials, information, designs, ideas, etc.).
- Should protect Playhouse facilities and other material property from damage and vandalism, whenever possible.

Corruption

We discourage participants from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

Job duties and authority

All participants should fulfill their duties with integrity and respect toward staff, patrons, vendors, and volunteers. People in positions of authority must not abuse that authority. We expect them to delegate duties taking into account competencies and workload, being mindful of systemic biases that may cause

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incorrect estimation of skills, interests, and capabilities. Likewise, we expect staff and volunteers to follow instructions and complete their duties with skill and in a timely manner.

Recognizing that we need to actively work to make equity a priority, participants are expected to intentionally seek out ways to be inclusive and increase diversity throughout the Playhouse: in staffing, in mentor/mentee relationships, on committees, in leadership roles, and in every aspect of the Playhouse, both on and off the stage.

Absenteeism and tardiness
Participants are expected to respect others by arriving at rehearsals, meetings, and work sessions when expected, and to stay as long as originally agreed. We recognize that most participants are volunteers who are at the Playhouse during their off-hours. Sometimes personal matters can interfere. Please make every effort to report conflicts in advance or as soon as they arise.

Conflict of interest
We expect participants to avoid any personal, financial, or other interests that might hinder their capability or willingness to perform their assigned duties.

Collaboration
Participants should be friendly and collaborative. They should try not to disrupt the activities of the Playhouse or present obstacles to their colleagues' work.

Our commitment to diversity and inclusion means expanding our collaborative efforts both inside the Playhouse and with other organizations. We expect participants to identify barriers to diverse collaboration and work to address them. As artists, we should apply creative solutions to the logistical challenges that might limit participation by all members of the community, and work to provide the resources necessary to overcome them.

Alcohol and drugs
We recognize that social interaction is an important part of the Elmwood Playhouse experience. However, participants should be circumspect with regard to the use of alcohol when participating in Elmwood activities including, but not limited to, tech work sessions, committee meetings, and rehearsals. Use of alcohol by performers and running crew prior to or during a public performance is strictly prohibited. Use of illegal drugs or alcohol by anyone under the legal drinking age anywhere on Elmwood property is strictly prohibited at all times.

Communication
All participants must be open to communication with staff, patrons, vendors, and other participants. All communication – spoken and written – should reflect the inherent dignity and value of every person and must be free of discriminatory language.

We expect that participants will make an effort to seek out and be receptive to feedback regarding the experiences of diverse communities. We will listen when diverse groups tell us about how they felt welcomed (or not) and work to improve.

Policies
All participants should read and follow Playhouse policies.

Disciplinary actions
The Playhouse may have to take disciplinary action against participants who repeatedly or intentionally fail to follow our Code of Conduct. Disciplinary actions will vary depending on the violation.

We may take legal action in cases of corruption, theft, embezzlement, or other unlawful behavior.