

YFE Code of Conduct Policy

The following is a policy that will help protect all actors, directors, and crew members while working on a show for YFE Theatrical Productions, INC. All involved in a YFE Theatrical Productions' show must agree to and sign off on the Code of Conduct. Should anyone choose not to sign off on or adhere to these policies, dismissal from the production shall be affected immediately.

Application

This policy applies to:

- Volunteer and Contracted Staff
- President & Board of Directors
- Parents
- Students
- Actors
- Production Staff (i.e.: Stage manager, Sets, etc.).

General Guidelines

All persons listed above are expected to:

- Be polite, kind, inclusive, courteous, and respectful toward one another and to audience members/visitors to YFE. All of those affiliated with YFE are ambassadors in the community and our behavior must reflect such.
- Provide a safe and supportive environment for acting workshop students, actors, directors, stage managers, and all crew members.
- Refrain from using inappropriate or offensive language while at YFE sanctioned events.
- Be respectful the premises YFE rents from and YFE's property/rented property.

Social Media

YFE desires to promote free and open online communication, but at the same time desires to protect its actors, students, and volunteer staff, along with its image, brand, and goodwill. YFE actors, staff, contractors, students, parents, volunteers, board members, and other representatives are individually responsible for the content they publish on social media sites or anywhere online. As a social media user, you have the right to practice free speech online, but please do so in a respectful and responsible manner toward YFE and its actors, students, staff, and patrons. Exercise good judgment and common sense when creating posts, or when commenting on others' posts as they pertain to YFE. Published content may be online for an indefinite period.

Positive Representation

In addition to your online presence, please be aware you are a steward of YFE and its mission. Therefore, at all events related to YFE and when speaking or writing about YFE please remember to represent yourself and YFE with respect.

Anti-Discrimination Policy

YFE Theatrical Productions is committed to maintaining an environment free from discrimination, victimization, harassment, and bullying. This Code of Conduct sets out the behavior that we expect from our actors, volunteer staff, contractors, students, parents, volunteers, board members, and other representatives.

We aim to ensure that all affiliated with YFE receive equal treatment irrespective of:

- Gender (including gender identification)
- Marital or civil partnership status
- Sexual orientation
- Race, skin color, ethnic, or national origins
- Religious beliefs
- Pregnancy
- Disability

All our casting decisions will be made without discrimination, other than what may be required to do so for artistic or source material reasons.

Harassment

Harassment generally consists of unwanted conduct (based on one or more of the previously mentioned characteristics) which has the purpose or effect of:

- Violating a person's dignity; and/or creating an intimidating, hostile, unsafe, degrading, or offensive environment

It is irrelevant whether the alleged harassment is intentional or not. The following are examples of harassment. This list is intended as a guide and is not exhaustive:

- Physical conduct – unwanted touching of any sort.
- Verbal conduct – unwelcome advances, critical nicknames, innuendo, insults, or abusive/inappropriate language.,
- Non-verbal conduct – the display or sharing of inappropriate or suggestive images, offensive or abusive gestures or objects, or written material (other than in connection with a production for artistic purposes)
- Bullying – offensive, intimidating, insulting, humiliating, or demeaning behavior which attempts to undermine an individual. Bullying also includes but is not limited to gossip or purposely singling out another person during a public rehearsal/performance. A director/producer must be careful when giving notes and feedback to performers, ensuring their words do not cross the line from coaching into bullying.

YFE actors, volunteer staff, contractors, students, volunteers, or parents shall never intentionally harass, bully, or otherwise harm another person affiliated with YFE. This includes inappropriate physical contact. Private one-on-one interaction that is not viewable by another individual should be avoided between any persons affiliated with YFE (other than family members or those students with prior permission from parents/guardians). Similarly, private 1:1 contact such as

telephone, texting, and social media messaging between staff and students should not occur without prior parental permission and only for reasons necessary to YFE business.

If another person associated with YFE is being harassed, bullied, or otherwise physically or emotionally harmed, or if private contact is occurring, immediately report the situation to supervising staff, and then the Executive Director and/or the President of the Board.

Drug-Free Environment

YFE Theatrical Productions is a substance-free environment. Drugs and alcohol are prohibited on YFE rented property and events. Actors, volunteer staff members and all representatives are prohibited from consuming, distributing, possessing, selling, or using controlled substances while performing their duties as a YFE representative. In addition, actors, crew, and all volunteers may not be under the influence of any controlled substance, such as drugs or alcohol, while rehearsing or performing for an upcoming show. Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy.

Actors and volunteers staff members that violate this policy may be subject to disciplinary action, up to and including termination. Volunteers or other representatives of YFE who violate this policy in the course of their service to YFE may be asked to leave a YFE event or premises and/or asked not to return to YFE, depending on the severity of the situation.

Confidentiality

Employees and contracted staff are not permitted at any time to disclose confidential or proprietary information about YFE or to disclose private information about YFE patrons, actors, directors, students, employees, contractors, board members, or partners without their consent.

Grievance Procedure

For complaints or violations of any of the above policies or procedures by any individual affiliated with YFE whether actor, volunteer staff, employee, contractor, representative parent, or student, please report in writing to the Executive Director or President of the Board at yfeproductions@gmail.org.

Complaints/violations will be reported to the Board of Directors and addressed as appropriate, up to and including the dismissal of an actor, representative, or volunteer staff member.