



Call to Stage

CODE OF CONDUCT

Call to stage - Code of Conduct

May 2023

Overview

Call to Stage (CTS) theatre company are committed to creating a space that is free from harassment and discrimination; where individuals are treated with respect and dignity.

At CTS, we want to create opportunities to perform in whatever way we can. Everyone in Call to Stage will have equal opportunities to collaborate artistically. We want our theatre to be full of love and respect, a place where anyone can experiment and feel safe.

This code of conduct will need to be read, understood, signed and followed by every member of the CTS theatre company.

The team will commit to providing an effective complaints procedure; we will commit to upholding our ethos and code throughout every project. We aim to review and update this code on a regular basis.

If you have any questions or feedback about this document, please email Olivia or Jenny via enquiries@calltostage.co.uk. We are always looking to improve and will appreciate feedback and comments.

Commitment

We expect all members of CTS, to their best effort, to exhibit commitment towards the company. We want to create a rehearsal space that everyone enjoys being in whilst also remaining productive, therefore, we expect you to bring a positive attitude to rehearsals and show enthusiasm for ongoing projects. This also includes promoting and sharing social media content relating to CTS and any other related content.

If your circumstances change and your commitment is compromised, you should communicate with the Call to Stage team as soon as feasibly possible. We understand that things may be outwith your control but expect efficient levels of communication so we can do all we can to assist you.



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Anti harassment / bullying policy

This policy is to make everyone aware that Call to Stage does not condone harassment, bullying or discrimination of any kind.

This code of conduct will apply to all members. Anyone that works within Call to Stage theatre company will be expected to abide by these rules and cooperate fully with any investigation. Failure to abide by this will result in disciplinary action and if necessary, the removal from any involvement with the company as a current or future cast member. Disciplinary action may be taken against members who bring CTS into disrepute.

We must acknowledge that we will be spending time with one another not only on a professional and working level, but also on a social one. The code of conduct will still stand within every aspect of our company - from shows to socials. We want to recognise those blurred boundaries and do not want to exploit them. This applies to all physical and virtual meetings.

This code of conduct ensures that everyone receives equal treatment regardless of (this list is non exhaustive):

Age
Religion
Sexual Orientation
Sex
Gender expression/ identity
Family status
Marital status
Mental, physical, learning or language ability
Race Place of origin
Citizenship
Record of offences
Class

All casting decisions will be made without discrimination.



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What is bullying and harassment?

“Harassment or bullying is behavior that makes someone feel intimidated or offended.” This can include but is not limited to:

Offensive or malicious behaviour or remarks

Abuse of authority

The creation of a hostile environment

Offensive comments, jokes or innuendos

Circulation of offensive pictures

Gender based comments about a person's physical characteristics or mannerisms

Intimidating

Physical or online abuse

Belittling someone's opinions

Sexual harassment (this can include sexual comments or jokes, unwelcome advances, sending inappropriate messages, emails or pictures without your consent)

It is irrelevant whether the alleged harassment is intentional or not. This conduct applies to in person and online activity.

All in all, we want everyone to have a good time and feel safe when working within Call to Stage. If you have doubts that the action is appropriate, it probably isn't.

Procedure for setting out complaint or disciplinary

Any issue or concern should first be raised with the Welfare Officer, Olivia, who will help you diagnose the issue and look to resolve it internally. We have an anonymous online form, on our website, for anyone who would wish to raise an issue but who does not want their identity to be made known.

Everything discussed with the welfare officer(s) or the team will all remain confidential unless that person or a person involved is in immediate danger.

After talking to Olivia, depending on the seriousness of the situation, a complaint will be raised with the team who will decide upon the next steps.

If you have any concerns about a person and/or their behaviour, we advise that you keep a record of your experience which will help in an investigation. If required, CTS will conduct a detailed investigation. If the situation is not resolved, Call to Stage will move to disciplinary action.



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If the situation is putting any person within the company at risk or danger, we will be contacting the police. Physical or sexual abuse will automatically trigger disciplinary action.

We will commit to making this space respectful and for you and take this extremely seriously. You must also make this commitment.

We all must work to keep each other safe. If you see something that is not right, and you feel safe to do so, please make your voice heard.

Complaints procedure

If you, or anyone you may know who you would like to act on behalf of, have any concerns or issues, please get in touch with the Welfare Officers at ctsolviviaak@gmail.com. You can of course talk to any of the team however if you feel more comfortable to do so.

The CTS Team

Olivia Attwooll-Keith - Welfare Officer/Co-Founder/Producer

Jennifer Warren - Co-Founder/Producer

Harrison Owens - Company Assistant

Michael Smith - Company Assistant

Robyn Hunter - Company Associate

All CTS team members want to provide support in a non-judgmental and safe environment.