

Shoreside Theatre Code of Conduct

September 2023

He waka eke noa

“A waka we are all in together with no exception” – we are all in this together – we rise together, fall together, work together, keep going together and support each other.

We have created the following Code of Conduct in order to provide guidelines on appropriate behaviours and processes when taking part in activities with Shoreside Theatre.

This is a living document – it will be reviewed annually and updated to reflect current and evolving sector best practice and key workplace, social and cultural wellbeing factors. We welcome suggestions and are open to amendments - and acknowledge the need for continual examination of our working practices and standards.

You can see when this Code of Conduct was last updated by referring to the date at the end of this document.

Our Commitment

At Shoreside Theatre, we strive to provide a safe, fair and empowering culture and environment. We acknowledge that Shoreside Theatre is a volunteer organisation and we value our members and their time. We hope they find joy and fulfilment through their membership.

We are committed to maintaining an environment free from discrimination, victimisation, harassment and bullying.

This Code of Conduct sets out both the behaviour that we expect from our members and volunteers, and behaviour that is not acceptable and could lead to disciplinary action. We are also committed to working with anyone who may not understand our expectations, or needs clarification on any aspects of the Code

We make this commitment to you as a member of the Shoreside Theatre whānau, and we expect you to support that commitment through your actions, too.

This Code provides for appropriate disciplinary action up to and including dismissal to be taken where allegations are upheld against a volunteer or member. In the case of

external parties/non-members or volunteers against whom a complaint is upheld, appropriate sanctions, including for example suspension or a ban from Shoreside Theatre productions will be taken.

Who is covered by this Code of Conduct, and in what situations?

Shoreside Theatre means all volunteers, members, contractors, committee members and individuals providing services to Shoreside Theatre. All are protected by this Code of Conduct. These individuals are also required to comply with it.

Shoreside Theatre is led by the Shoreside Theatre Committee, which is in turn led by the Shoreside Theatre President.

This Code of Conduct is given to all Shoreside Theatre Committee members, members, volunteers and employees at the commencement of their engagement. By signing they indicate that they have read, understood and agreed to the Code.

The Code applies to any activities where it could be reasonably considered Shoreside Theatre is represented. Such as:

- All activities at the Shoreside Theatre clubrooms, theatre spaces hired by Shoreside Theatre including performance spaces, backstage spaces and bar areas
- Opening and closing night events and functions, regardless of location
- At any other place where volunteers are present for Shoreside Theatre business, for example: award ceremonies, workshops, photoshoots, fundraising and publicity events
- On social media accounts controlled by Shoreside Theatre, or where your association with Shoreside Theatre is clear.

Responsibilities

All members/volunteers have a responsibility for ensuring they treat their colleagues and contacts in the theatre with dignity and respect, and be aware of the potential impact their behaviour has on others.

We encourage everyone to call out inappropriate behaviour as soon as it arises. Empower yourself and others. Try to avoid being a bystander when inappropriate behaviour is evident in our spaces.

Members of volunteers in leadership positions (e.g. committee members, stage managers, production managers, directors, costumers, and technical) must take responsibility for the power they have.

They must take care to ensure they are not using that power abusively over others in the organisation or productions. They must also be aware of their position of oversight, and that they should keep the Shoreside Theatre Committee fully informed of any issues or concerns they may have.

Shoreside Theatre commits to dealing with complaints of bullying, racial harassment, sexual harassment and other types of harassment in a fair and sensitive manner, and to handling complaints with confidentiality where appropriate.

Respecting the Performer and the Audience

The nature of theatre production involves an intense interaction with many creative individuals. This process can expose cast in particular, to vulnerable situations, particularly so in scenes depicting close physical intimacy, violence or verbal abuse.

Shoreside Theatre requires that such scenarios be thoroughly discussed well in advance as part of pre-production and rehearsals, and where required an intimacy coordinator or other field expert to be engaged as a production/team support mechanism.

The rehearsal and production process should always be one in which all team members are not only able to exercise their own agency if they are feeling unsafe, but are invited to do so on a regular basis.

Similarly, the audience should never be put in situations that would compromise their comfort or safety.

Members under 16 years of age

Shoreside Theatre recognises that young people are more at risk from abuse of power whether working in acting, technical or creative departments.

Shoreside Theatre will dedicate team members responsible for overseeing the care of younger members who will liaise and collaborate with parents/caregivers, our young members/volunteers and directors to make every reasonable effort to ensure all parties are safe and able to grow as practitioners.

Shoreside Theatre will also make it absolutely clear to all members/volunteers that we operate a zero tolerance policy in relation to improper behaviour and actively encourage the reporting of any breach of this Code.

Some specific guidelines:

- It is never appropriate for a young person to be asked by someone in a senior role (including more established actors) to in their private home
- There must always be at least two adults present when young people are called for rehearsal or performance
- For young people aged under 18 who are working on a Shoreside production or project, the only people with access to the contact details of this person will be the director, the stage manager and appropriate Shoreside committee members
- The rules of engagement and methods of communication between the director and young people will be agreed between the director, the young person's parent or guardian, and the Shoreside Theatre Committee
- The young person or their parent/guardian should contact any of the people listed below if the young person experiences inappropriate behaviour from any other volunteer or member.

What does inappropriate behaviour look like?

The list below is not all-inclusive, but it is meant to provide you with some guidelines.

General Conduct

Harassment of any kind is about the abuse of power. You must take responsibility for the power you have in all theatre situations, and not use it abusively over others who may be more vulnerable than you.

Avoid any behaviour that marginalises or diminishes your colleagues and their mana.

- Colleagues should not be subject to a judgmental gaze or commentary on clothing, bodies, sexiness, physical attributes, weight, attractiveness, or personality characteristics
- Don't dominate group discussions - ensure everyone involved has a chance to have their say
- Disagreements should be handled with respect and courtesy and with a solution focus

- Making assumptions about gender, sexuality, race, or religion of colleagues is disrespectful
- Please use people's proper names, pronunciation and pronouns
- Shaming or public outbursts are threatening and have absolutely no place at Shoreside Theatre. Both parties will immediately, in the moment, stop action and step away before an appropriate reset.

Harassment

Harassment on the grounds of gender identity, marital status, family status, race, age, religion, sexual orientation or disability is defined as any unwanted conduct which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

Unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

Examples of harassment might include:

- Verbal harassment – jokes, comments, ridicule or songs
- Written harassment – texts, messages, emails, letters and notices
- Physical harassment – unnecessary touching, non-consensual touching or any form of assault.

We have zero tolerance for hate speech and discrimination at Shoreside Theatre.

Blatant disregard of any of the Codes of Conduct and Policies will jeopardise your ability to work with Shoreside Theatre in the future.

Sexual Harassment

Sexual harassment is any form of non-consensual verbal, nonverbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

This conduct is not limited by the gender(s) of the complainant and the alleged perpetrator(s). The non-consensual conduct may consist of acts, requests, spoken words, gestures, physical contact or the production, display or circulation of written words, pictures or other material.

Examples of sexual harassment include:

- Unwelcome sexual gestures
- Unwanted displays of sexually suggestive objects including images, text messages or emails
- Unwelcome sexual comments and jokes
- Unwelcome physical contact such as pinching and groping. Or more benign touching that is unnecessary or it has been communicated is unwanted
- Physical force, or threat of force, for sexual objective
- Threat of disadvantage for rejection of advances
- Promise of advantage for sexual concessions.

We have zero tolerance for sexual harassment at Shoreside Theatre. Blatant disregard of any of the Codes of Conduct and Policies will jeopardise your ability to work with Shoreside Theatre in the future.

Bullying

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical, online or otherwise, conducted by one or more persons against another, or others, at the place of work and/or in the course of employment which could reasonably be regarded as undermining the individual's right to dignity within Shoreside Theatre spaces and events.

Bullying is conduct which occurs repeatedly, on more than one occasion and which is offensive to a reasonable person. Many types of conduct and actions can constitute bullying with some being less obvious than others.

Bullying can consist of persistent offensive, abusive, intimidating, malicious or insulting behaviour, or abuse of power carried out by an employee, or group of employees, either directly or indirectly, which makes the recipient feel upset, threatened, humiliated or vulnerable.

By way of example only, a pattern of any of the following (non-exhaustive) types of conduct amount to bullying:

- Sharing content about co-workers online that is derogatory, shaming
- Personal insults and name calling
- Persistent unjustified criticism and/or sarcasm
- Public or private humiliation
- Shouting at colleagues in public and/or private

- Instantaneous rage, often over trivial issues or genuine mistakes
- Unfair or unrealistic delegation of duties and responsibilities
- Aggression
- Making offensive comments about a co-workers physical appearance
- Not giving credit for work contributions and ideas
- Intimidation and threats in general
- Physical & emotional abuse
- Spying or stalking
- Pressuring someone to drop a complaint.

Bullying can have a physiological, psychological and behavioural impact on an individual. Victims can lose their self-esteem and self-confidence and are at increased risk of suffering stress-related conditions that can trigger further trauma.

Apart from the direct impact on a victim's health, long-term exposure to bullying may also have consequences for the victim's livelihood, through absenteeism and resignation in order to avoid contact with the bully.

When the Code of Conduct is not being followed

Anyone who is asked to stop any harassing behaviour should comply immediately.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please act on it.

1. If you feel comfortable to do so, you should call out the inappropriate behaviour, either at the time, or at a later time. You might find it helpful to use this type of language: "That is not appropriate – it makes me feel uncomfortable".
2. If you witnessed the inappropriate behaviour, check in with the person harmed to see if they need further support.
3. If the behaviour is not rectified immediately, or if you do not feel comfortable to say something to the perpetrator directly, contact someone in the company as soon as you can. Where possible, this should be someone senior (eg. Production Manager, Stage Manager, Production Manager or Director), the President of Shoreside Theatre or a committee member.

You can do this through email, call or text, or by arranging an in-person meeting through the same methods. A list of contacts are outlined in the Code

of Conduct and in the production list. This will be a confidential meeting. You are welcome to have a support person from within or outside the organisation with you.

4. At this point, Shoreside Theatre will utilise the complaint procedures outlined, in order to resolve the issue. These include an informal and a formal process, which will be used where appropriate, and as outlined.

All complaints received will be treated seriously and sensitively as swiftly as is practicable. All parties will engage in the process with confidentiality. When serious allegations of harassment and abuse are found, these findings may be disclosed to other interested parties, with the intention of preventing further harm.

Any finding of bullying or harassing behaviour will be regarded as a serious breach of this Code of Conduct and subject to disciplinary action, which may result in the termination of member or involvement in a production, or other action deemed necessary to stop the inappropriate behaviour.

Shoreside Contacts

President - Jeff Phip
Email offstage@gmail.com
Phone 022-562-3037

Vice President - Jessica Keesing-Styles
Email jessicaks85@gmail.com
Phone 027-660-1091

Full Committee
Email committee@shoresidetheatre.com

Refer to your production contact list for contacts specific to your production.

Support Organisations

Police / Emergency services: Call 111 (emergency) or 105 (non-urgent)

Healthline: 0800 611 116 (support from registered nurses)

<https://www.health.govt.nz/your-health/services-and-support/health-care-services/healthline>

Rape Crisis: 0800 88 33 00 (support after rape or sexual assault)

<http://www.rapecrisisnz.org.nz/>

Mental health helpline: 1737 (support from trained mental health professionals)

<https://www.mentalhealth.org.nz/get-help/in-crisis/helplines/>

WorkSafe advice for bullying & sexual harassment:

<https://worksafe.govt.nz/topic-and-industry/bullying-prevention-toolbox/bullying-at-work-advice-for-workers/>

<https://worksafe.govt.nz/topic-and-industry/sexual-harassment/advice-for-workers/>

ACC's Find Support service for those who have experienced sexual harassment:

<https://findsupport.co.nz/>

Human Rights Commission Making an enquiry or complaint about discrimination or racial or sexual harassment: 0800 4 YOUR RIGHTS (0800 496 877) or email

infoline@hrc.co.nz

<https://www.hrc.co.nz/enquiries-and-complaints/>

Citizen's Advice Bureau 'Problems at Work'

<http://www.cab.org.nz/vat/eb/paw/Pages/Home.aspx>

Endnote

This Code of Conduct is a living document which will be periodically updated.

This Code of Conduct was last reviewed and updated September 2022.

Nothing in this Code of Conduct shall undermine or interfere with an individual's legal rights under criminal and civil law. If an employee/worker believes that a crime has been committed against them (e.g. assault, sexual assault) they should report that incident to the New Zealand Police and, if necessary, file appropriate charges.

Any member of Shoreside is at all times entitled to seek formal legal advice.

This Code of Conduct has been built with permission from the Silo Theatre Code of Conduct, who are happy for this document to be shared, added to and used by other organisations, companies and independent artists, and the Irish Theatre Institute's 'Dignity in the Workplace' document as part of their initiative Speak Up & Call It Out, as well as the Public Theater Code of Conduct and Royal Court's Code of Conduct. Speak Up & Call It Out is a theatre sector initiative led by Irish Theatre Institute and supported by the Department of Culture, Heritage and the Gaeltacht.

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We have created the following Code of Conduct to provide guidelines about appropriate behaviours and processes when you are part of Shoreside Theatre.

We are committed to maintaining an environment free from discrimination, victimisation, harassment and bullying. This Code of Conduct sets out both the behaviour that we expect from our members and volunteers, and behaviour that is not acceptable and could lead to disciplinary action.

All volunteers and members must be respectful of the theatre’s premises and property. Please help to keep Shoreside Theatre spaces, like the clubrooms, and the spaces we hire clean, tidy and professional.

Each volunteer/member of ShoreSide Theatre Company agrees to abide by the following Code of Conduct and Policies:

I agree to...

- Be on time and notify someone if you cannot be
- Be respectful of my castmates, crew members, contractors and all other team members involved in a production
- Be respectful of the Shoreside Theatre clubrooms and other rehearsal spaces.
- Be respectful of the theatre space we hire
- Pick up and clean up after myself, discarding rubbish in appropriate receptacles before leaving the premises
- Not harass other members/volunteers (including, but not limited to verbal, written, physical and sexual harrassment)
- Not bully other members/volunteers
- Perform the agreed and rehearsed blocking and to not surprise fellow actors and crew - especially in circumstances of intimate and fight scenes
- Support other Shoreside Theatre productions by attending opening nights, and not engaging in rivalries or comparisons between productions.

Policies

- Alcohol and illegal drugs are NEVER to be consumed/taken prior to or during any performance, rehearsal or pack-in/out by any person involved in the show or pack-in/out
- Alcohol may only be consumed at the theatre after performances by people of legal drinking age and with permission of the Stage Manager
- No pranks during any performance (this includes closing night pranks)
- Smoke and vape outside only. All facilities we use are non-smoking venues
- Do not smoke in costume (this includes vaping)
- Please take care of all props set items (remember that some are borrowed and are not replaceable)
- Do not move anyone's prop without their knowledge and consent
- Take care of all Shoreside Theatre equipment and borrowed equipment. Do not use equipment until you have been instructed on how to use it
- Wear appropriate safety gear when rigging and operating power tools and equipment at all times. (i.e., safety glasses, earplugs, gloves, ect.)
- Wear footwear at all times in the building, unless required to be barefoot on stage (shoes must be worn up to and immediately after being on stage)
- Understand and follow Shoreside Theatre's Health and Safety policies, and the policies of any venues we used
- Only cast, crew and theatre staff are allowed on stage, backstage, in the balcony, tech booth and downstairs before and during any performances.

Disregard of any of the Codes of Conduct and Policies may jeopardise your ability to work with Shoreside theatre in the future.

I, _____, have read and understand the Code of

Conduct and Policies of Shoreside Theatre Incorporated.

Signature

Date