

# People's Theatre Arts Group Code of Conduct

## Purpose and Values

The People's Theatre (The People's) is a place of creativity, community, and respect. We aim to foster an environment where all participants feel welcome, safe, and valued. This Code of Conduct outlines the behaviours and principles expected of everyone involved in our theatre, including all members, staff, and volunteers.

We value:

- **Community:** Building a supportive, collaborative atmosphere where everyone feels they belong.
- **Inclusivity:** Embracing and celebrating diversity in all forms.
- **Respect:** Ensuring interactions are respectful and considerate.
- **Creativity:** Encouraging freedom of expression within a framework of mutual respect.

## 1. Scope of the Code

This Code of Conduct applies to all individuals participating in any activity organised by the theatre, or in any space managed by the theatre, including performances, rehearsals, workshops, public events, and our foyer and Greenroom bars.

## 2. Expected Conduct

To maintain a positive environment, all participants must:

- Treat others with respect, kindness, and consideration.
- Embrace diverse backgrounds, perspectives, and identities.
- Communicate openly and constructively, resolving conflicts peacefully.
- Refrain from any form of harassment, bullying, or discrimination.
- Respect personal boundaries and seek consent in interactions.
- Avoid disruptive behaviours, including the use of offensive language, threats, or any form of intimidation.

## 3. Prohibited Conduct

We do not tolerate:

- **Harassment:** Any unwanted behaviour, whether verbal, physical, or visual, that demeans, humiliates, or threatens an individual based on race, gender, sexual orientation, age, disability, religion, or any other personal characteristic.
- **Bullying:** Acts intended to intimidate, offend, degrade, or humiliate another person, or are perceived as such by the targeted person.
- **Discrimination:** Unfair or unequal treatment of individuals based on protected characteristics.
- **Sexual Harassment:** Unwelcome advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature.

## 4. Reporting a Concern

We encourage anyone who experiences or witnesses inappropriate behaviour to report it.

If you are part of a production, you can also raise a concern to the Director or Stage Manager, who will be able to support you with your concern. If you feel they are not equipped to deal with a concern, or have a concern not related to a production, they can be submitted confidentially to [chair@peoplestheatre.co.uk](mailto:chair@peoplestheatre.co.uk) or

[secretary@peopletheatre.co.uk](mailto:secretary@peopletheatre.co.uk) or the relevant Productions Committee production liaison. We are committed to ensuring that complaints are addressed fairly and respectfully. All reports will be handled confidentially.

Should your complaint be about either the Chair of Secretary of management, complaints can be directed to another member of the Management Committee. The details for these individuals can be found in the Greenroom stairwell. In line with our complaints policy, any complaint received will be passed to the most appropriate Executive officer, who will become the investigator of the complaint.

## **5. Supporting productions**

Management, together with the Productions Committee, will ensure Directors and Stage Managers are aware of the Code of Conduct and their responsibilities within this. Directors and Stage Managers can seek support from Management when dealing with any reports raised, and this will be done in a confidential manner.

## **6. Complaint Resolution Process**

When a report is received, the following steps will generally be taken:

**Informal resolution:** depending on the nature of the report, and with the consent of the person who filed the report, an informal resolution will first be sought. This may involve asking people to apologise for behaviour, either verbally or in writing.

If the complaint is of a severe nature, or if the person filing the report does not feel comfortable, a formal process may be conducted:

1. **Initial Review:** The person receiving the complaint will convene a small group which will act as the Conduct Committee. They will review the complaint to determine if it warrants further investigation.
2. **Investigation:** If necessary, an impartial investigation will take place, involving interviews with all relevant parties.
3. **Resolution:** Based on findings, appropriate actions will be taken. Possible corrective actions may include verbal warnings, written reprimands, suspension of membership, or permanent removal.
4. **Appeal:** Any party involved in the complaint may appeal the decision by submitting a written request within 10 working days of notification.

## **7. Corrective Actions and Consequences**

Violations of this Code of Conduct may result in various corrective actions, depending on the severity of the behaviour. These actions can include:

- Verbal or written apologies.
- Required sensitivity training or counselling.
- Temporary suspension or permanent exclusion from theatre activities.
- Legal action in cases involving criminal behaviour.

## **8. Preventive Measures**

We believe that education and awareness are key to maintaining a safe, respectful environment. To this end, we provide:

- Guidance for Directors and Stage Managers who may deal with complaints.
- Community-building activities to foster strong, positive relationships among members.

## **9. Acknowledgment and Updates**

All participants are required to review and acknowledge this Code of Conduct upon joining the theatre and annually thereafter. This Code may be updated periodically, and participants will be informed of any significant changes.

**Thank you for helping us create a theatre community that is safe, respectful, and welcoming for everyone.**

April 2025