



December 2018

THEATRE UNLIMITED PERFORMING ARTS CODE OF CONDUCT

Introduction

Theatre Unlimited Performing Arts (TUPA) is a community-based musical theatre group established in Mississauga in 1989. The group is committed to supporting the arts and culture in the City of Mississauga by entertaining the community with quality musical theatre productions. In addition to producing a musical production each year, TUPA is committed to offering individuals an inclusive and family-friendly, community theatre organization in which to become involved.

TUPA has a long legacy of providing a caring and supportive environment for its contracted staff, members, and volunteers, together with outstanding service and quality theatrical entertainment for its patrons. The Board of Directors is fully committed to maintaining and enhancing that legacy.

It is the primary objective for all associated with our group to ensure that the environment – for contracted staff, volunteers, members and patrons – supports a positive theatre experience.

Purpose

This Code is intended to promote a harmonious and respectful environment for all TUPA members and all participants in TUPA shows and activities and to ensure that TUPA adheres to the standards prescribed by the Ontario *Workplace Health and Safety Act* (the “OWHSA”) relating to workplace violence and harassment.

Application

The code applies at all times when contracted staff, members, and volunteers are engaged in activities at, or are representing, TUPA.

General Expectations

As an organization, TUPA is committed to teamwork and respecting the views of all members. To meet that overall objective, Board members, contracted staff, members, and volunteers are expected at all times to:

- treat one another and the public with dignity, respect and hospitality without discrimination based on race, gender, religion, sexual identity, disability or any other grounds identified in the Ontario Human Rights Code;
- act with honesty, integrity and professionalism;
- observe high standards of conduct;
- avoid conflicts of interest;
- conduct themselves in a manner that, in the best traditions of TUPA, reflects positively on our public image, and fully supports our mission and mandate.
- respect TUPA's Privacy Policy.
- respect TUPA's Vulnerable Sector Policy.

Required Conduct

(a) All cast members and members of a directorial and production team must:

- (i) Attend all rehearsals and performances as scheduled. Unless a conflict has been identified prior to the commencement of rehearsals, absences from scheduled rehearsals must be limited to unanticipated and unavoidable circumstances, notice of which is promptly provided to the directorial team.
- (ii) Arrive at all rehearsals and performances on time.
- (iii) Arrive at all rehearsals and performances prepared.
- (iv) During rehearsals, devote their full time, energy and attention to the rehearsal process and avoid behaviour which is disruptive or wastes the time of others.
- (v) Assist in set building and pre-show preparation as required.

b) The use of alcohol or drugs (including cannabis) during rehearsal and performances or arriving at rehearsals or performances while impaired by alcohol or drugs (including cannabis) is prohibited.

c) All cast members, volunteers, and members of a directorial and production team will carry out their duties and activities with due regard to ensuring their own safety and the safety of others and will comply with all safety rules (including rules relating to wearing protective clothing and equipment) as may be in effect from time to time.

d) Board members, contracted staff, members and volunteers shall not take or employ for personal use property belonging to TUPA and shall not use TUPA's name, logo, or goodwill except with the consent of the Board or a designated officer.

e) Strict adherence to the Anti-Harassment Policy adopted by TUPA is required of all Board members, contracted staff, members, and volunteers.

f) Strict adherence to the Conflict of Interest Policy adopted by TUPA is required of all Board members, contracted staff, members, and volunteers.

g) Strict adherence to the Social Media Policy adopted by TUPA is required of all Board members, contracted staff, members, and volunteers.

Complaint Process

Members have a right to bring forth a complaint regarding any breach of this Code of Conduct and it shall be investigated and dealt with in accordance with the TUPA Complaints and Dispute Resolution Policy.

Updates

This Code of Conduct shall be reviewed annually, or by schedule of review, and may be updated from time to time, as appropriate.