

CODE OF CONDUCT

Date: September 2025



Scope

This Code of Conduct is based on WLSTS's goal of providing a safe, respectful, diverse, professional, and supportive environment for all members and our audiences. The Code should be understood to cover conduct broadly, not just during specific workshop, rehearsal, or performance times. Any issues related to Code of Conduct will be dealt with in confidence by the Board in camera (definition at end of document) except when prohibited by law or by the Society's Charter.

Distribution and Signing Requirements

The most current version will be available for download on the WLSTS website.

The Code of Conduct will also be distributed at the first Board meeting of each newly-elected Board. The Board will review it for completeness, affirm it for another year, and sign it if they have not.

For workshops, all workshop instructors and supporting personnel must sign prior to giving the workshop. Signing is not required to attend a workshop.

For shows, this Code will be distributed before the start of rehearsals for each show, where the show's Board liaison will go over it and the Director will affirm their commitment to it and clearly describe resources available for anyone who has concerns over this Code, safety, or any other issue. Any newly-signed Codes of Conduct will be collected by the Board liaison for that show and retained.

Signing of the most current version of the Code of Conduct is a requirement for participation in any capacity in a WLSTS show, including but not limited to preparation (e.g. set construction, costume making, etc.), production in all capacities, and roles coordinated by Front of House Managers. Attending as an audience member is not defined as "participation"; signing is not required to be an audience member, regardless of Society membership status.

Any individual who refuses to sign may not participate in a WLSTS show, host or support the hosting of a workshop, or serve on the Board.

THE CODE OF CONDUCT

By signing this, I assert:

1. Respect

- a. That I will uphold as a safe space any place where theatre business is done, including the theatre itself and any rehearsal or meeting place, including for Board business. While ideas may be debated enthusiastically and I recognize that artistic give and take can be passionate, I will not engage in personal attacks and will be respectful and collaborative towards others.
- b. That I will obtain free and informed consent for any activities where consent might be reasonably expected, including physical contact of any kind, any sort of verbal or written intimacy beyond what would be normally expected in a professional environment, etc., and I will respect any time when consent is not given, as well as if consent is withdrawn.
- c. That I will respect all of my colleagues and remember that even if another person and I are comfortable with certain behaviour or conduct, there are others around who may not be.
- d. Diversity, Equity, Inclusion
 - i. That I will treat all colleagues equally regardless of their characteristics or background, including but not limited to age, race, sex, gender, gender identity, gender expression, sexual orientation, religion, political affiliation, physical or mental disabilities, etc.
 - ii. That I will not use any derogatory language related to any of the above or similar characteristics, and that I will respect people's requests regarding mode of address (e.g. preferred name, pronouns, etc.).
- e. That I will not engage in unwanted sexual advances nor sexual harassment of any kind, including unwanted language or presentation of images, pressure for intimacy, pressure for relationship, or requests for interactions outside of scheduled theatre activities, under the guise of theatre business or not. I recognize that even at a volunteer theatre level there are positions of power that can create imbalances and will not attempt to leverage any authority in personal interactions.
- f. That WLSTS functions as a Society of its Members, and will respect all votes and their results, including elections, Board decisions, etc. I will not seek to undermine the democratic processes of the Board or the Society.

2. Professionalism

- a. For Directors: That I will disburse all relevant WLSTS guidelines to my department heads. I recognize that I am ultimately responsible for the conduct of my department heads and

will support and uphold the guidelines and this Code of Conduct in my interactions and leadership.

- b. For Department Heads: That I will read and follow the relevant WLSTS guidelines prior to commencing work on the show, and will support and uphold them and this Code of Conduct in my interactions and leadership.
- c. That, if I am in a leadership position, either as a department head on a show or as a Board member, I commit to openness and transparency with all people associated with the show and with the Board.
- d. For Directors: That I will have a panel to inform casting decisions, although my decision shall be final.
- e. For Directors and any member of a Casting Panel: That I will recuse myself from a particular casting decision if there is a familial, romantic, or theatrical mentoring relationship with someone auditioning for a specific role. I will allow the other members of the casting panel to decide that role in complete autonomy.
- f. That I will separate the personal from the professional and treat all colleagues in a professional manner regardless of personal history. I resolve to act in good faith for the best interests of the Society without a personal agenda.
- g. That I will endeavour to not allow anger to impact my behaviour, and while the stress of theatrical productions can cause elevated emotions, I will be respectful if this is brought to my attention and either correct my behaviour or remove myself from the situation until I can return to it calmly.
- h. That I will respect the theatrical space and all associated properties, including establishing and/or participating in cleaning rotations etc., to ensure facilities are in good condition for the next users. As part of this respect, I will ensure food is not left unsecured and will report any rodent or other pest sightings to my Board liaison or the Building Manager.

3. Safety

- a. That I will adhere to the highest of safety standards and follow and promote the WLSTS Safety Policies and Procedures at all times, and will advise of any safety violations I see without exception, either to department heads or to the Board.
- b. That I will never attempt to circumvent, nor pressure someone else to circumvent, the Safety Policies and Procedures.
- c. That I will not consume alcohol or recreational drugs in any time window prior to a performance I am involved in where they will impact my behaviour or abilities, and I will not consume alcohol or recreational drugs at any point during a performance I am involved in. I will not consume alcohol or recreational drugs after a performance unless I have completed all show-related work, and will not resume work under the influence of such substances.
- d. That I will bring any violation of WLSTS Safety Policies and Procedures or other violation of theatre policy to the attention of the Board, and that I will not attempt to influence

someone else to not do the same.

4. Privacy and Confidentiality

- a. That any visitors to a rehearsal should be discussed prior to their arrival and the Director and department heads should be sensitive to objections, recognizing that the comfort of the performers is paramount.
- b. That if a rehearsal is closed, there are no exceptions and that Directors should err on the side of caution when it comes to closing a rehearsal, recognizing again that the comfort of the performers is paramount.

5. Whistleblower Policy

- a. That any member(s) may approach any Board member and expressly request a confidential discussion regarding violations of this Code of Conduct or the WLSTS Policies including Safety protocols. The request for confidentiality must be explicit and ideally in writing.
- b. That if this is done, the Board will not reveal the member(s)'s identity, or any information that might reasonably be used to establish the member(s)'s identity, outside of the Board without the member(s)'s express written permission or as required by law.
- c. That any Board member that violates this confidentiality for any reason aside from legal requirements will face permanent expulsion from the Society.
- d. That the Board member will bring any attendant confidential issue to the Board's attention in camera at the next available meeting.

6. Failure to Sign

- a. I understand that signing and abiding by this Code of Conduct is required to participate in a WLSTS show as a cast, crew, or Front of House staff,, host or support the hosting of a workshop, or serve on the Board.

Signature of Member

Print Name

Date

DEFINITION: "*In camera*" shall be defined as private to Board members only and the complainant(s). No other people shall be made party to the specifics of the issue by a Board member without written permission of the complainant(s), even if the complainant(s) themselves have made information public.