

Code of Conduct and Behaviour

This Code of Conduct and Behaviour is designed to clarify the Swashbuckling Cornwall's (SC) expectations of how all members should conduct themselves whilst involved in the activities of the Company

Our responsibilities are both legal and moral. Legally, the company has to comply with the Equality Act 2010 in ensuring that no one within the team experiences unfair discrimination on the basis of their sex, race, age, disability, sexual orientation, religion or belief, and gender reassignment.

Morally, we all want SC to be a place that we enjoy coming to and where everyone can feel valued, comfortable, supported and secure.

By following this Code of Conduct your reputation, and the reputation of the Criterion Theatre, will be upheld and protected.

All individuals involved in SC's activities are expected to:

- Treat everyone with respect;
- Be fair, discreet, considerate and honest in all dealings with others;
- Refrain from any behaviour which will bring the SC into disrepute;
- Display control, respect and professionalism in all activities;
- Be courteous in dealings with others;
- Control their temper;
- Refrain from any violent behaviour.
- The SC will not tolerate discrimination, bullying, verbal or physical abuse, or sexual harassment against any member of or visitor to the Theatre. A zero tolerance approach is taken.

All existing members of the Company should receive (or have access to) a copy of this Code of Conduct and Behaviour. All potential new members should have an opportunity to read it prior to joining the Company.

This Code should be read in conjunction with other relevant policies.

The appendix to this Code sets out clearly what the definitions of bullying and harassment behaviours are.

The Role of the Director

The Director should:

- Strive to create a good, harmonious, supportive working environment;
- Start the planning process early, involve everyone in the team and be clear about personal expectations;
- Treat members of their cast with respect e.g not make them feel vulnerable nor waste their time;
- Be reasonable in their demands on time, energy and enthusiasm of performers and crew;

- Teach their cast the principles of theatre etiquette and stage craft and encourage gratification through achievement and a sense of fulfillment.

The Role of Actors, Crew, Models, Tutors

All actors (and where appropriate crew, Models, tutors) should:

- Commit themselves to the production and all rehearsals.
- Learn lines as quickly as possible;
- Co-operate with each other within the production team. Accept the Director's advice in the spirit it is given for he/she is ultimately responsible for the performance and sees the production as a whole;
- Be aware that the Director and Stage Manager. Actors should not direct other actors in the production, unless in a workshop environment where safety is paramount
- Be respectful of the spaces used i.e. pick up and clean up after yourself;
- Be responsible and take care of all props, set items, costume, equipment. Remember that some are borrowed and are not replaceable;
- Not move anyone's prop, costumes or personal items without their knowledge and consent;
- Take responsibility for storing personal items, including costumes and props in appropriate places;
- Be on time for all rehearsals and performances.

General Considerations

In addition to the behaviour already outlined all members must be aware that:

- Honesty is expected from all members. Care should be taken of all property whether it belongs to SC, you or to others;
- Stealing will not be tolerated;
- Discretion is expected from all team members in relation to productions. Personal information should not be given out or shared unless permission has been given to do so.

Health and Safety

- Everyone has the right to participate in an environment that is physically and emotionally safe.
- All members must take responsibility for their own Health and safety, ensuring that their actions do not risk the health and safety of themselves or others.
- All hazards, accidents or injuries should be reported in line with the H&S Policy

Alcohol and Drug consumption

- All activities with SC must be lawful. This particularly applies to the consumption of prohibited and illegal drugs.

- Alcohol can only be consumed by people of legal drinking age and should not be consumed by performers and crew until after the show. Alcohol may only be consumed to the extent that it does not affect the comfort, safety or performance of any member, performer, crew or volunteer, nor harm the reputation of SC.

Breach of the Code of Conduct

- Blatant disregard of any of this Code of Conduct and Behaviour may jeopardize your ability to be a member of SC
- Team Members may also be held personally liable for damages caused by any violations of this policy.
- If anyone feels that they have been unfairly treated or that this Code of Conduct and Behaviour has been breached in any way, then they are encouraged in the first instance to raise this issue informally.
- SC take the issue of appropriate conduct and behaviour within the Theatre very seriously and will do all they can to support the complainant and thoroughly investigate the issue to reach a satisfactory resolution.

This policy was last reviewed in Nov 2023

Appendix: What is bullying and harassment?

Bullying may be characterised as:

offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Harassment as defined in the Equality Act 2010 is: *unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.*

Bullying and harassment is a very difficult and sensitive area to navigate. Behaviour that is considered bullying or harassment by one person may be considered firm leadership, or friendly and jokey behaviour by another. Most people will agree on extreme cases of bullying and harassment but it is sometimes the 'grey' areas that cause most problems.

Bullying and harassment can often be hard to recognise – symptoms may not be obvious to others, and may be insidious. Those on the receiving end may think 'perhaps this is normal behaviour in this organisation'. They may be accused of 'overreacting', and worry that they won't be believed if they do report incidents. People being bullied or harassed may sometimes appear to overreact to something that seems relatively trivial but which may be the 'last straw' following a series of incidents.

It is important to note that in cases of complaint about behaviour, the consideration about whether behaviour is acceptable or not depends on how the recipient of the behaviour feels, not on the intent or motivation of the person being complained about.

It is good practice to offer some examples of what can be deemed to be unacceptable behaviour and this may include:

- spreading malicious rumours, or insulting someone by word or behaviour
- ridiculing or demeaning someone – picking on them or setting them up to fail
- exclusion or victimisation
- deliberately unfair treatment, especially if related to a characteristic protected under the Equality Act 2010 (e. age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation)
- overbearing supervision or other misuse of power or position
- inappropriate or offensive comments about an individual, especially if related to a characteristic protected under the Equality Act 2010.
- unwelcome sexual advances – touching, standing too close, display of offensive materials, making sexual comments about an individual's body or conduct, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected

Harassment of a sexual nature is one of the most common forms of harassment and is specifically outlawed by the Equality Act 2010. Unacceptable behaviour that is sexual in nature can be verbal or non-verbal and could include sexual comments and gestures as well as sexual touching.

Harassment related to other relevant protected characteristics are also outlawed by the Equality Act 2010.