



STAGING
TRANSFORMATIVE
THEATRE

New City Players' Board Member, Employee, Ensemble Member, Volunteer, and Contractor [NCP Personnel] Code of Conduct

We are increasingly aware that disrespectful behavior, sexual harassment, sexual misconduct, and systemic bullying are deeply embedded in our culture – including in the theatre world. These behaviors are contrary to who we are and what we aspire to be.

Theatre is an art form. The work can and should be challenging, experimental, exploratory, and bold. Artistic freedom of expression is essential. For these things to happen, though, the creative space must be a safe space. And because the spaces in which we work are broad – encompassing administration, auditions, rehearsals, technical work, late nights, parties, public-facing frontline work, and more – we must acknowledge, and not exploit, the blurred boundaries between work and social spaces.

New City Players is committed to providing a healthy and respectful work environment for everyone involved in bringing its mission to life. We make this commitment to you as a member of our New City Players family. And we expect you to support that commitment through your actions, too. To that end, we have created the following Code of Conduct to provide you with guidelines on appropriate behaviors and processes.

In order to ensure sustainable change, we appreciate that all of us must:

- Know harassment and misconduct when we see it.
- Know what to do when we experience or observe it.
- Create a safe and supportive environment for people to share their concerns and experiences.
- Communicate and maintain supportive and effective reporting processes.
- Understand and uphold reporting standards and guidelines for NCP Personnel. .

WE ACKNOWLEDGE THAT:

THIS IS ABOUT ABUSE OF POWER

Harassment of any kind is about the ABUSE OF POWER. Making people feel vulnerable, ashamed, or marginalized is bullying.

SHIFTING THE PARADIGM

Shifting the paradigm requires us all to accept that some of our own behavior may still be rooted in old assumptions. Every one of us has a critical responsibility to hear and recognize the impact of our own actions. When we receive feedback that we have (even unintentionally) made someone uncomfortable, we commit to looking inward, becoming even more self-aware, and adjusting any offensive behavior immediately.

THIS WILL FEEL AWKWARD – FOR A WHILE

Because we are all learning new behaviors together, we will stumble. We will blurt. We may even wish we could stop talking about this. But keeping this front and center is the only path forward.



WE WILL WORK WITH EVERYONE TO MAKE IT BETTER

In addition to providing the guidelines that follow, we will work with anyone who seems to misunderstand our expectations. Cooperation and an open mind are expected.

THERE ARE DIFFERENCES BETWEEN SERVING NCP AS A BOARD MEMBER, EMPLOYEE, ENSEMBLE MEMBER, AND CONTRACTOR

Those representing NCP on a continual basis such as board members, staff, and ensemble members are held to these standards whether they are under contract for a specific production or not.

Those in leadership positions (board members and artistic directors) must pay particular attention to policies and procedures relating to abuse of power.

The following constitutes our shared code of conduct.

1. Board members, employees, ensemble members, volunteers, and contractors [NCP Personnel] shall not consume or arrive at work under the influence of alcohol, any illicit drug, or any medication that may negatively impact their performance or representation of NCP. We acknowledge that during social gatherings, celebrating the work, that alcohol may be served and consumed. We expect that all NCP parties handle themselves appropriately when participating in any NCP sponsored event.
2. While at work, NCP Personnel shall dress professionally and in clothing suitable for the job or role they are fulfilling or event they are attending. If you have a question about suitability please email ncp@newcityplayers.org.
3. NCP Personnel should not use, in a nonperformance situation, any language or physical threat that is inappropriate or offensive to the public or fellow personnel.
4. All items produced by the organization, including, but not limited to, mailing lists, costumes, furniture, props, scenery, lighting equipment, production photos, databases, statistics, and surveys, shall not be altered, destroyed, or removed from New City Players' facilities without management approval (contact ncp@newcityplayers.org).
5. NCP Personnel are to behave in a professional manner within and outside of work hours and within and outside the facilities. This means:
 - a. You are a professional and are expected to behave as a professional while under contract with New City Players and any other times when you are representing or conducting business on behalf of New City Players.
 - b. Your words and actions, including communication on social media sites, can be detrimental to New City Players, our donors, sponsors, subscribers, and patrons.
 - c. Do not use any language or physical threat that is inappropriate or offensive to the public or fellow NCP Personnel.
6. NCP Personnel need to maintain proper hygiene at all times.



If Management determines that there are any issues that they alone deem unacceptable, Management will notify you immediately that your contract is null and void. Your behavior is a direct reflection of New City Players. We have worked very hard to ensure the integrity of the organization and expect all personnel associated with NCP to do the same. Employees, Volunteers, and Contractors may be immediately released from employment for failure to comply with any of the above. Board and ensemble members may be immediately released from their positions for failure to comply with any of the above.

New City Players' Anti-Discrimination and Anti-Harassment Policy

New City Players is committed to providing an environment that is free of unlawful discrimination, including harassment, on the basis of legally-protected status. As a result, we maintain a strict policy prohibiting discrimination, sexual harassment, and harassment based on race, color, religion, creed, national origin or ancestry, dietary preferences, pregnancy (including childbirth, lactation, or related medical conditions), sex/gender, age (as defined under applicable law), physical, mental or visual disability, marital status, veteran status, military service, genetic information (including characteristics and testing), sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local law.

Our anti-harassment policy applies to all persons involved in our operations and prohibits harassing conduct by any board member, employee, ensemble member, volunteer, or contractor. This policy also protects NCP Personnel from prohibited harassment by third parties, such as patrons, contractors, vendors, or temporary or seasonal workers.

OVERVIEW

- Avoid any behavior that marginalizes or diminishes your colleagues. The list of potentially inappropriate behaviors below is not all-inclusive, but it is meant to provide you with examples.

INAPPROPRIATE PHYSICAL CONTACT

- If in doubt, don't do it. If someone pulls away or asks you to stop it – STOP IT. Hugging and touching can imply a sense of intimacy that is not shared.

INAPPROPRIATE LANGUAGE

- Colleagues and co-workers are not girls, boys, gals, babes, sweeties, or honeys. Use people's proper names. This includes the usage of people's personal pronouns.
- Colleagues should not be subject to a judgmental gaze or commentary on clothing, bodies, sexiness, racial attributes, weight, prettiness, or personality characteristics.



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- Co-workers are here to do a job, and not to brighten your day. As such they do not need to hear "smile more," "lighten up" or "calm down."

DISMISSIVE AND DISRESPECTFUL BEHAVIORS

- Interrupting or talking over others in discussions is dismissive and just plain rude.
- Co-workers are fully capable of making decisions related to their jobs. If we disagree with one another's decisions, we are committed to discussing it with each other directly.
- Making assumptions about gender, sexuality, race, or religion of colleagues is disrespectful.
- Giving public credit for work well done is a respectful way to acknowledge contribution. Taking unearned credit for work done by someone else diminishes a colleague's stature in front of others.
- Shaming or public outbursts are threatening and have absolutely no place at New City Players. Both parties will immediately, in the moment, stop action and step away before an appropriate reset.

SEXUAL HARASSMENT

Defined to include unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature when one of the following occurs:

- Submission to such conduct becomes an implicit or explicit term or condition of employment.
- Submission to, or rejection of the conduct is used as a basis for any employment decisions affecting the individual.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

SEXUAL HARASSMENT ALSO INCLUDES

Unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature, including but not limited to:

- Unwanted sexual advances or propositions.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails, or text messages.
- All sexual harassment is prohibited, regardless of the location where it occurs; this includes on-site, at social events, business trips, training sessions, or sponsored conferences.
- Verbal and written conduct, including making or using derogatory comments, epithets, slurs, sexually explicit jokes, emails, letters, or comments about a contractor's body or dress.



- Verbal abuse of a sexual nature, including graphic verbal commentaries about an individual's body, using sexually degrading words to describe an individual, or writing suggestive or obscene letters, notes, or invitations.
- Physical conduct including assault, impeding, or blocking movements.
- Retaliation for making reports or threatening to report sexual harassment.

OTHER TYPES OF HARASSMENT/OTHER PROHIBITED WORKPLACE HARASSMENT

Includes verbal or physical conduct that insults or shows hostility or aversion toward individuals because of any other characteristic protected by federal, state, or local law [see detailed list on page 3] and that:

- Contributes to or has the effect of creating an intimidating, hostile, or offensive working environment.
- Unreasonably interferes with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

DATING & ROMANCE POLICY

New City Players strongly believes that a work environment where personnel maintain clear boundaries between personal and business interactions is most effective for creative production to thrive. In order to minimize the risk of conflicts of interest and promote fairness, New City Players maintains the following policy with respect to romance in the workplace:

- No supervisor (directors, producers, stage managers, instructors, board members) shall have or pursue a romantic or sexual relationship with any contractor/employee who reports to the supervisor or over whom the supervisor has the authority and/or responsibility to hire, promote, discipline, evaluate, assign or direct. If such a relationship exists prior to contracting with New City Players, both the involved supervisor and involved contractor shall report such relationship to one of the individuals listed in our reporting structure below who shall take appropriate steps consistent with this policy, including the removal of any reporting or similar relationship between the supervisor and the contractor.
- Upon request, the board of New City Players may grant exceptions to this policy if it determines that the relationship:
 - 1) existed prior to the professional relationship between the parties at New City Players, and/or
 - 2) does not present a likelihood of abuse of power by or exploitation of either party.
- For pre-existing relationships between supervisors and employees/volunteers/contractors, workplace dating must not interfere with anyone's professionalism, including treating others with respect and refraining from behavior that may make others feel uncomfortable (for example, overt physical displays of affection and using sexual language). In particular, personnel in management roles are expected to set a high standard of professional conduct both at work and in social settings sponsored by New City Players.



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For this reason, management personnel should refrain from social interaction with those who report to them which might be perceived as inappropriate (e.g.: unwanted flirting, touching or other behavior that may be regarded as sexual harassment).

- Pre-existing relationships should be disclosed to one of the individuals listed in the reporting structure below in writing (via email) prior to first rehearsal.

This document was created in consultation with New City Players' Board of Directors, with reference to the Policies and Procedures at The Saltbox Theatre Collective, The Public Theater, and The Ensemble Theater of Nashville. This is a living document and will be periodically updated.

REPORTING STRUCTURE

All NCP Personnel should be aware that while privacy and confidentiality is valued, any report involving the violation of anything in this policy will be reported to the board of directors. That said, the following individuals may be contacted to make a report of any kind:

Megan DeGraaf, Board Representative, meganrdegraaf@gmail.com, 954-614-0119

Tim Davis, Producing Artistic Director, tim@newcityplayers.org, 954-591-0818

You may also report any grievances to the stage manager or director of a production currently underway. Stage Managers and Directors will then report to one of the two individuals above.

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By signing below you acknowledge that you have both read and agreed to all terms in the above Code of Conduct. Return this document signed within one week or it shall be considered null and void.

Board Member, Employee, Ensemble Member, Volunteer, and Contractor (personnel involved with NCP on an ongoing basis shall re-submit this code of conduct on a yearly basis).

NAME:

SIGNATURE:

DATE:
