



Code of Conduct

Mission Statement

At Ghostlight Theatre our mission is to entertain, educate and enrich the community through dramatic arts by offering a quality and diverse theater experience. We believe that each and every board member, contractor and volunteer contributes directly to our growth and success, and we take pride in fostering an inclusive community of artists. Our core values revolve around community, creativity and collaboration.

Behavior Expectations

Ghostlight Theatre expects all board members, contractors and volunteers to conduct themselves in a positive, professional way. Harmful, harassing, intolerant, threatening or unprofessional language or behavior that impacts the physical and/or emotional safety of fellow team members will not be tolerated. Ghostlight team members are expected to engage each other with kindness, respect and integrity at all times.

Public or private harassment, including but not limited to unwanted sexual attention or advances, is strictly prohibited. Advance, verbal consent must be requested and received before engaging in any physical contact during auditions, rehearsals or performance between scene partners. Everyone has the right to participate or pass and to set boundaries for their own physical and mental safety, as needed.

Prompt and consistent attendance is expected of all team members regardless of their role in the company or production. Live theatre is a collaborative art and requires full participation from all team members in order to create a thriving, productive environment.

The consumption of alcoholic beverages, or use of other legal or illegal substances that could impair your ability to perform your role effectively and potentially have a negative impact on the production, is prohibited while on Ghostlight premises.

Leadership Responsibility

All members of Ghostlight Theatre who hold positions of authority must not only fulfill the duties outlined in the Code of Conduct, but must also ensure compliance by other board members, contractors or volunteers who they work with and report to them. This includes, but is not limited to, the following roles: Board of Directors, guest directors, musical directors, stage managers, assistant directors,



Leadership Responsibility (continued)

program facilitators, and other independent contractors who hold signed agreements with Ghostlight Theatre. These roles are considered to be Brand Ambassadors of Ghostlight Theatre and should conduct themselves as such at all times, both inside and outside of the theater space and on all social media.

It is important for Ghostlight Theatre Leaders/Brand Ambassadors to:

- Fully understand the Ghostlight Theatre Code of Conduct as well as any other company policies and procedures that directly apply to your role in the business.
- Help enforce compliance of the Code with others, even in difficult situations.
- Earn respect and lead by example.
- Create and promote an environment of integrity, accountability and mutual respect.
- Encourage team members to bring ideas forward, ask questions, voice concerns, and report any possible violations of the Code.
- Approach others with the spirit of curiosity. Do not assume to know what someone is going through or where they may be coming from.
- Utilize clear communication. Understand that the intent behind text messages and emails can often be misconstrued; verbal, person to person interaction is always best.
- Address issues/concerns with other members of Ghostlight Leadership directly, when at all possible. Avoid backchanneling by speaking to someone regarding your concerns, rather than about someone.
- Listen carefully when a team member brings a problem or concern to you. If there is a possible violation of the Code of Conduct, bring the concern to the Executive Director or another Board Member immediately.
- Avoid ignoring, covering up or downplaying another member's concerns.
- Never retaliate against individuals who report possible violations or express concerns about the Code of Conduct or other Ghostlight Theatre company policies; never permit/tolerate retaliation by another team member.

Reporting Procedure

If you witness or experience a violation of the Ghostlight Theatre Code of Conduct, you should report the behavior/incident immediately to the person of authority over the situation. If for any reason you do not feel comfortable reporting the incident to the person with immediate authority, or that person was involved in the incident, please contact the Executive Director or another member of the Board of Directors. You may also issue a complaint in writing via email at admin@ghostlightaz.com.



Policy Violations

Any Ghostlight Theatre board member, contractor or volunteer that is found to be in violation of the Code of Conduct, or any other company policy or procedure, may be held accountable by the Board of Directors via Corrective Action, up to and including removal from their role or position within the company/production.

Progressive corrective action procedure typically involves issuing a Level I - Verbal Warning, Level II - Written Warning, and Level III - Final Written Warning prior to discussion of dismissal. However, Ghostlight Theatre reserves the right to skip levels, up to and including termination of contract or removal from role, depending on the severity and/or frequency of the infraction.

Policy Changes

The Ghostlight Theatre Code of Conduct serves as a guide for how our board members, contractors and volunteers work together. It is not intended to be comprehensive or all inclusive of every application, or exceptions to, the general policies and procedures described herein. Since our business is constantly changing, Ghostlight Theatre expressly reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules, or benefits stated in this Code of Conduct or in any other document. No oral statements or representations made by a member of the Ghostlight Theatre community can in any way alter the provisions of this Code.