

Guild of Players Code of Conduct

- Members of the theatre and the public have the right to attend a theatre that is safe, welcoming and free from any level of abuse. Members of the theatre should behave with courtesy and respect. The GOP has developed this policy so that our members clearly understand the behavioral standards expected of them at the theatre and in theatre related activities in order for them and others to remain safe and enjoy the community that exists at the theatre.

This policy applies to all members and anybody who comes into contact with our members:

- GOP has a zero-tolerance policy in relation to acts of mistreatment such as violence, discrimination (e.g. racial and/or sexual), bullying, harassment, abusive language and unnecessary aggression.
- GOP members should not subject another person to this type of behaviour.
- GOP members should not have to contend with this type of behaviour.
- Reported incidents will be dealt with fairly by the GOP Council.

Smoking Policy

The Theatre Royal is a non-smoking building. The two designated smoking areas are the back garden in the backstage area and outside the stage door.

Alcohol and illegal drugs Policy

The GOP have a zero tolerance policy on illegal drugs on the premises, any volunteer, staff member, member of the public or anyone using the building will be asked to leave if drug taking is suspected.

GOP policy is that the performance and work environment should be free from the influence of drugs or alcohol to ensure the health and safety of its members and others with whom they come into contact. For those reasons, the following rules apply:

No member shall:

- Undertake any role at the theatre when unfit due to alcohol, drugs or to substance abuse.
- Be in possession of illegal drugs at the theatre.
- Consume alcohol or illegal drugs or abuse any substance whilst on duty during a performance.
- No alcohol or drugs to be consumed backstage or in the dressing rooms during a rehearsal or performance.

- Where the formal event is followed by an opportunity for social drinking or, for example, a celebratory toast in the dressing room, such alcohol consumption should be in moderation.

Where, in the reasonable opinion of the Duty Manager, Designated Premises Supervisor, Personal Licence Holder and/or on duty bar volunteers, there is evidence of excessive drinking in the bar or prior to arrival in the theatre, the afore mentioned are authorised to cease serving alcoholic drinks and if needed refuse admission to the performance space. Bar staff also have the authority to call closing time and request drinking up within a specified time and in line with the premises licence guidance.

Disciplinary Action

Where a member deliberately contravenes the rules within this Code of Conduct then action may be taken to suspend or remove membership following an investigation.

Health and Safety/Fire Evacuation Policies

Health and safety and Fire Evacuation are a priority to GOP. We have full policies for both. Please take the time to read and understand them.

Equality and Diversity

The GOP are committed to equality and diversity. We will not discriminate against anyone on the grounds of their age, race, sex, gender, sexuality or faith.

Code of Conduct

- Please honour the commitments that you have made to this theatre.
- Be on time and call if you can't be.
- Be respectful of everyone.
- Please dress appropriately when working or representing the theatre.
- Be respectful of the theatre. Please help keep the theatre's appearance clean and professional.
- Alcohol and illegal drugs are NEVER to be consumed/taken prior to or during any work sessions, performance, rehearsal or strike by any person involved in the show or strike.
- No pranks during any performance (this includes closing night pranks.)
- Back stage crew should remain backstage unless directed by the stage manager.
- Cast members may be in the atrium on show nights until the box office opens.
- Smoking is only permitted in the designated smoking area in the backstage garden.
- Extreme care should be taken when eating/drinking/smoking in costume.
- Please take care of all props set items (remember that some are borrowed and are not replaceable.)

- Do not move anyone's prop without their knowledge and consent.
- Only props are to be set on prop table.
- Personal items, such as drinks (in plastic containers) and scripts to be on a separate table.
- Do not eat or drink food props.
- Do not move and/or change the light and sound settings during tech week and the run of a show.
- Take care of all equipment. Do not use equipment until you have been instructed on how to use it.
- Wear appropriate safety gear when operating power tools and equipment at all times. (e.g. safety glasses, earplugs, gloves)
- Wear footwear at all times in the building, unless required to be barefoot on stage (shoes must be worn up to and immediately after being on stage).
- Only cast, stage crew and theatre staff are allowed onstage, backstage, in lighting box and basement before and during any performances.
- Store your valuable items in the secure boxes in the dressing rooms. FOH and Bar Staff should use the secure box in the Guild Room.