

# ARTFORM

Piece by piece, only way to make a work of art.

## CODE OF CONDUCT & BEHAVIOUR EXPECTATIONS

The following document has been created to set out clearly and concisely Artform's (the Company's) expectations of how all those involved in any capacity, both those on and off the stage should conduct themselves whilst working with Artform or involved in an Artform activity. This includes during performances of any kind produced by Artform, whilst in rehearsals, in the run up to and wind down of the performance and when acting in any official capacity for the Company.

As a non-professional production company Artform has a responsibility both morally and legally.

Morally we believe that theatre, particularly those serving the local community, should be a place that inspires, provides a space that everyone can feel comfortable, supported, secure, valued with the opportunities to create something magical together. These local theatres and companies are totally reliant on volunteers and Artform is no exception. None of our work would be possible without them and therefore we operate with a higher degree of trust in each of us that are involved than would necessarily be the case for a business and their employers under contractual relationships.

Legally, Artform must comply with the Equality Act 2010 in ensuring that no one whilst working with or under our banner experiences any unfair discrimination because of their age, disability, gender, race, religion or belief, sex or sexual orientation. Artform are always looking at ways to improve how we ensure we meet these responsibilities.

This *Code of Conduct & Behaviour Expectations (This Code)* has been created to help us, and those working with us in any capacity, to ensure that there is a clear document and standard by which to abide.

Above all and most importantly at Artform we believe in kindness. We have a duty and responsibility to see that it is in every aspect of what we do, and we expect those who work with us to do the same.

This policy should also be read alongside our *Equality, Diversity & Inclusion (EDI) Policy, Abuse of Power, Bullying, Harassment & Unwanted Sexual Attention Policy*, our *Vulnerable Adults Safeguarding Policy* and where applicable our *Child Safeguarding Policy*.

## EXPECTATIONS OF EVERYONE

**Includes, but not exclusive to, those involved with Artform both on and off the stage in any capacity and whilst involved in any Artform activity**

Everyone is expected to:

- ↪ Be considerate, fair and honest in your dealings with others;
- ↪ Refrain from any violent behaviour;
- ↪ Be courteous in dealings with others;
- ↪ Treat everyone with respect;
- ↪ Display control, respect and professionalism in all activities;
- ↪ Refrain from any behaviour which would bring Artform into disrepute;
- ↪ Control their temper;
- ↪ Bullying, discrimination, sexual harassment, verbal or physical abuse against anyone involved or visiting any Artform activity will not be tolerated by the Company. A zero-tolerance approach is followed.

Whenever involved with the Company each individual should receive (or have access to) a copy of this *Code of Conduct & Behaviour Expectations*. Anyone who has not worked with Artform before who may be auditioning, working on or off stage in any capacity or part of the Production Team will have an opportunity to read it prior to working with the Company.

The Appendices to *This Code* set out in a clear manner what the definitions of bullying and harassment behaviours are and the procedures for reporting discriminatory or abusive incidents.

## ROLE OF THE ARTFORM BOARD

### The Board is the strategic decision-making and governing body of Artform

Each member of the Board has a collective responsibility for the strategic oversight of:

- ↪ The operations of Artform;
- ↪ The selection and approval, when required, of Production Teams including but not limited to:
  - Director(s), Musical Director(s), Choreographer(s) and any Assistants required by these roles;
  - Stage Management and relevant Technical Teams;
  - Selections may be carried out in conjunction and consultation with the Director of the production when appropriate. The Board have final approval and sign off.
- ↪ The development of Artform;
- ↪ The compliance with policies and procedures;
- ↪ The health and emotional well-being of all those involved in an Artform activity.

Each member of the Board should:

- ↪ Be approachable and welcoming so that anyone involved with Artform feel supported if they need to talk with one of the Board members about any issue, with particular regard to conduct and behaviour;
- ↪ Be attentive to and observant of the ways those involved with Artform interact and that the overall situation in any activity meets the expectations of *This Code*;

- ↪ Set a good example in their own behaviour and conduct.

## **THE DIRECTOR OF A PRODUCTION**

**The Director and their Production Team have responsibility for the overall practical and creative interpretation of their production**

The Director is involved at all stages of the process, from the design, pre-production, audition and rehearsal phases, right through to the final performance, subsequent set strike and wash up. This also includes, but is not limited to, actor and relevant crew selection, marketing, costumes, props, lighting and sound.

Although ultimate responsibility for the production and its quality lies with the Artform Board, the Director must be consulted with mind to their overall artistic vision. The Director may be assisted in their role by an Assistant Director, a Stage Manager, Deputy Stage Manager and the various Technical Teams.

Directors work closely with their Production Team and the performers to create a performance which connects with the audience. They therefore need to be able to coordinate effectively across a wide range of disciplines and with artistic vision.

The Director should:

- ↪ Be reasonable in their demands on time, energy and enthusiasm of performers and crew;
- ↪ Have adaptability with regards the requirements of the show, such as rehearsals (planned or additional), needs of the cast, crew, band and the other members of the Production Teams;
- ↪ Start the planning process early, involve everyone in the team and be clear about personal expectations;
- ↪ Strive to create a good, harmonious supportive working environment;
- ↪ Teach their cast the principles of theatre etiquette and stage craft and encourage gratification through achievement and a sense of fulfilment;
- ↪ Treat members of their cast with respect e.g. not make them feel vulnerable nor waste their time.

## THE MUSICAL DIRECTOR OF A PRODUCTION

Along with the Director of a Production the Musical Director has their own responsibilities within their fields of expertise and the way it impacts all other areas of the production

The Musical Director should:

- ↪ Be reasonable in their demands on time, energy and enthusiasm of performers and crew;
- ↪ Conducting the band during performances (this is included in the fee agreed at the start of the process with the Board);
- ↪ Ensure planning is carried out in good time with regards to arrangement of music to fit the size of band available;
- ↪ Ensure that the approach for cast members to learn their music is as easily accessible as possible. For example, but not limited to, asking the cast to make recordings of their vocal parts during rehearsals.
- ↪ Have adaptability with regards the requirements of the show, such as rehearsals (planned or additional), needs of the cast, band and the other members of the Production Teams;
- ↪ Make sure vocal parts are as appropriate as possible to the different members of the cast and their ability and that they are subsequently thoroughly prepared for their role and the performance musically;
- ↪ Procure in good time, where possible, the required musicians for the band, either through own contacts or reaching out for help to other Musical Directors or indeed through the Artform Board;
- ↪ Start the planning process early, involve everyone in the team and be clear about personal expectations;
- ↪ Strive to create a good, harmonious supportive working environment;
- ↪ Teach their cast the principles of theatre etiquette and stage craft and encourage gratification through achievement and a sense of fulfilment;

- ↪ Treat members of their cast with respect e.g. not make them feel vulnerable nor waste their time;
- ↪ Where required to answer and help cast with any questions with regards these promptly.

## **THE CHOREOGRAPHER OF A PRODUCTION**

**Along with the Director of a Production the Choreographer has their own responsibilities within their fields of expertise and the way it impacts all other areas of the production**

The Choreographer should:

- ↪ Be reasonable in their demands on time, energy and enthusiasm of performers and crew;
- ↪ Ensure that any form of choreographed movement that is required is planned in good time and is appropriate for the piece and indeed the ability of the cast;
- ↪ Ensure that the approach for cast members to learn their choreography is as easily accessible as possible. For example, but not limited to, asking the cast to make recordings of their parts during rehearsals;
- ↪ Have adaptability with regards the requirements of the show, such as rehearsals (planned or additional), needs of the cast and the other members of the Production Teams;
- ↪ Start the planning process early, involve everyone in the team and be clear about personal expectations;
- ↪ Strive to create a good, harmonious supportive working environment;
- ↪ Teach their cast the principles of theatre etiquette and stage craft and encourage gratification through achievement and a sense of fulfilment. Make sure that during teaching and rehearsing that guidance is given to the cast on technique, expression and interpretation;

- ↪ Treat members of their cast with respect e.g. not make them feel vulnerable nor waste their time;
- ↪ Where required to answer and help cast with any questions with regards these promptly.

## **THE ROLE OF ACTORS AND CREW**

**The actors and crew each have responsibility for their own behaviour in their respective roles as part of the overall production**

All actors (and where appropriate crew) should:

- ↪ Be aware that the Director, Musical Director, Choreographer, their relevant Assistants, Stage and Deputy Stage Manager are the only persons who should direct actors. Actors should not direct other actors in the production;
- ↪ Be on time for all rehearsals and performances. In production, all performers and technical teams should be at the theatre at least 35 minutes before or at a time specified for the specific production with which they are involved; whichever is the earlier;
- ↪ Be respectful of the venue where the performance/production is taking place. This involves keeping the venue tidy and used in a professional and considerate manner i.e. pick up and clean up after yourself;
- ↪ Be responsible and take care of all costumes, props and set items. Remember that some may be borrowed and/or hired and may not be replaceable;
- ↪ Commit themselves to the production and all rehearsals for which they are required;
- ↪ Co-operate with each other and the Production Team. Accept the Director's advice in the spirit it is given for they are ultimately responsible for the performance and sees the production and its vision as a whole;
- ↪ During rehearsals:
  - Be attentive and actively involved;

- Take notes (however you wish to do so) of instructions or direction (including music, choreography and any safety information) from the Production Team;
  - Ask questions at an appropriate moment;
  - Don't distract others when they are rehearsing;
  - Above all, be kind and patient. Remember that we all learn in different ways and at varying speeds.
- ▭ Learn lines and music as quickly as possible through which ever method works best for said cast member. Once set to study and learn dance or movement as swiftly as possible. It is incumbent on you to ask the Production Team for help in any of these areas if required;
  - ▭ Not move anyone's costumes, props or personal items without their knowledge and permission, unless it is a safety hazard or during an emergency;
  - ▭ Take responsibility for storing personal items, including costumes and props in appropriate places.

## **THE ROLE OF FRONT OF HOUSE VOLUNTEERS**

**These roles are vital as without them in place the performance/production will not be able to go ahead for health and safety reasons but each also has a responsibility for their own behaviour in their respective roles**

All Front of House Volunteers (FoHV) should:

- ▭ Be on time for all performances and productions. These times will be specified and communicated by the person leading the FoHV for that performances/production;
- ▭ Deal with any complaints respectfully and promptly, referring issues to the predesignated member of the Artform Board who will be assigned as the Board's FoHV liaison for that performances/production;
- ▭ Recognise that audience members are our customers and as such FoHVs should endeavour to always be courteous and helpful;

- ↪ The sales from programmes, raffle tickets, refreshments and any other fundraising items are vital for the finances of the specific performance/production and Artform as a whole. As such the onus on FoHVs is to sell as much as possible and the Board's FoHV liaison for that performance/production will have targets to hit;
- ↪ Understand that they are in a customer-facing role and that they are acting as ambassadors for Artform at that moment in time. As the first-person representing Artform that an audience member will most likely interact with it is the FoHV's responsibility to conduct themselves according to the highest standards of behaviour.

## CHILD AND YOUTH ACTORS/PERFORMERS

**The safety of everyone involved with Artform is paramount and of utmost importance to the ethos and operations of the Company; child and youth participants are no exception and have additional procedures in place for peace of mind**

- ↪ Artform has a separate *Child Safeguarding* policy which should be adhered to when interacting with any children or young people who are participating in an Artform activity, including but not limited to performances and productions;
- ↪ Actors and crew under the age of 18 will have a designated member of the production team responsible for their duty of care who will advocate on their behalf, where necessary, if the problems arise;
- ↪ Artform will ensure that any appropriate licences and chaperones will be provided and in place for performances. The requirements of any licence will be followed and adhered to;
- ↪ The Director will liaise with the assigned advocate on any problems involving the child or young person;
- ↪ It is Artform policy to have no one under the age of 18, at the time of each production/performance run, working as a member of the backstage crew or Front of House volunteers. Further details can be found in the Department of Education's document, *Child performance and activities licensing legislation in England*, which can be found here:

## GENERAL CONSIDERATIONS

**Many different parts make up the workings of a theatrical production or performance and whilst the following may appear obvious it is important for the safety and security of everyone involved and Artform that they are highlighted and adhered to by all**

In addition to the behaviour already outlined all participants in an Artform activity, including but not limited to productions and performances must be aware that:

- ↪ Discretion is expected from all those who work with Artform in relation to productions/performances/rehearsals/auditions. Personal information should not be given out or shared unless permission has been given so to do;
- ↪ Honesty is expected from all involved with and in an Artform activity. Care should be taken of all property whether it belongs to the venue in use at the time, cast, crew, volunteers, Board members, Production Team or any members of the public in attendance;
- ↪ If requested by the Production Team or the Board at the start of an Artform activity, which can include productions/performances/rehearsals/auditions (but this is not an exhaustive list), that there should be no public posting of stories, photographs or videos relating to this activity without permission being granted by the designated member of the Production Team or the Board then please refrain from doing so;
- ↪ Stealing will not be tolerated;
- ↪ The equipment, whether belonging to Artform, the venue or a third party must be respected and not interfered with;
- ↪ Venues that are used for productions/performances/rehearsals can be in residential areas. At all times neighbours should be respected and any noise level past 11pm should be kept to a minimum when leaving that current venue.

## HEALTH AND SAFETY

**These words are often subject to claims of overuse and hyperbole; however, they are vital to ensure that every one of us knows and acknowledges our responsibilities to each other and our own conduct**

- ↪ Artform will carry out a Risk Assessment in advance of the activity itself and once in the venue the Health and Safety procedures will be set out to the cast and crew;
- ↪ All actors and crew should be fully briefed about safety procedures and potential risks by the Stage Management team at the start of any rehearsal period on the stage;
- ↪ All hazards, accidents or injuries should be reported in line with the venues Health and Safety procedure and an Artform accident form completed;
- ↪ Everyone has the right to participate in an environment that is physically and emotionally safe;
- ↪ Everyone must also take responsibility for their own health and safety, ensuring that their actions do not risk the health and safety of themselves or others;
- ↪ Signing in and signing out of the venue is a requirement of fire safety. Whether this is a register at rehearsal or a sign in sheet at the venue. The emergency exits will also be indicated at the start of each activity.

## ALCOHOL AND DRUG CONSUMPTION

**All activities when participating with Artform must be lawful. This particularly applies to the consumption of prohibited and illegal drugs**

- ↪ Alcohol is prohibited for performers and crew during the performance element of an Artform activity and should not be consumed by them until after their show duties have been completed;
- ↪ Only those who are authorised to serve behind an Artform run bar may do so.

## **COMPUTER, EMAIL AND INTERNET USAGE**

**It is important for the safety of all those involved in an Artform activity and for the integrity of any production, performance or Artform that the following are adhered to by all involved**

Emails or any types of messages, such as social media, sent via Artform's platforms should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.

Unacceptable use of messages or Artform platforms includes, but is not limited to:

- ↳ Downloading, copying or pirating software and electronic files that are copyrighted or without authorisation;
- ↳ Hacking into unauthorised websites;
- ↳ Introducing malicious software into/onto any of Artform's platforms that may jeopardise the security of the company's electronic communications systems;
- ↳ Passing off personal views as representing those of Artform;
- ↳ Sending or posting chain letters, solicitations, or advertisements not related to Artform purposes or activities;
- ↳ Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via the Artform email service;
- ↳ Sending or posting information that is defamatory to Artform, its products/services, colleagues/customers, actors and/or crew;
- ↳ Sharing confidential material, trade secrets, or proprietary information outside of the organisation;
- ↳ Stealing, using, or disclosing someone else's password without authorization;
- ↳ Using computers or electronic devices to perpetrate any form of fraud, and/or software, film or music piracy.

### **Internet, social media and children and young people**

The internet and social media, play a big part in a lot of children's lives. The accessibility of these platforms can lead to unwanted consequences for children, such as internet trolling, internet grooming, stalking, bullying by peers and uncontrolled circulation of images or personal data. Any personal data we reveal about the child could be pieced together with other information sources to reveal identities of children.

Adults engaged in a production/performance or activity must not 'friend' or follow children on social media and should avoid interacting with young people known to be under 16 on social media. Our publicity team will not engage on social media with children who are under 16 years of age or utilise any images or identifying information except official photographs for which parental/carer/guardian consent has been given.

Children and concerned adults should contact the Artform Board for the purposes of reporting any serious abuse, bullying or unwanted attention on social media because of their participation with Artform.

Useful guidance on safe internet use for children and people around them can be found here:

<https://www.gov.uk/government/publications/child-safety-online-a-practical-guide-for-parents-and-carers/child-safety-online-a-practical-guide-for-parents-and-carers-whose-children-are-using-social-media>

## **BREACH OF THE CODE OF CONDUCT**

**The *Code of Conduct & Behaviour Expectations* that have been set out in this document are taken extremely seriously and any breach of these shall be dealt with in a firm and fair manner**

- ↪ Blatant disregard of any of this *Code of Conduct & Behaviours Expectations* may jeopardize your continued and indeed future involvement in Artform activities;
- ↪ The Artform Board take the issue of inappropriate conduct and behaviour during an Artform activity very seriously and will do all they can to support the complainant and thoroughly investigate the issue to reach a satisfactory resolution;
- ↪ If anyone feels that they have been unfairly treated or that this *Code of Conduct & Behaviour Expectations* has been breached in any way, then they

are encouraged in the first instance to raise this issue informally with any member of the Artform Board;

- Those involved in an Artform activity may also be held personally liable for damages caused by any violations of this policy.

## Policy Review

This policy will be regularly monitored by the Artform Board and will be subject to annual review.

Written: June 2025

Reviewed by the Artform Board:

Next Review:

## Appendix A: 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:

- ↪ Deliberately unfair treatment, especially if related to a characteristic protected under the Equality Act 2010 (for example: age, disability, gender, race, religion or belief, sex or sexual orientation);
- ↪ Exclusion or victimisation;
- ↪ Inappropriate or offensive comments about an individual, especially if related to a characteristic protected under the Equality Act 2010;
- ↪ Overbearing supervision or other misuse of power or position;
- ↪ Ridiculing or demeaning someone – picking on them or setting them up to fail;
- ↪ Spreading malicious rumours, or insulting someone by word or behaviour;
- ↪ Unwelcome sexual advances – These are set out in greater detail in the Artform’s procedure document entitled: *Abuse of Power: Bullying, Harassment & Unwanted Sexual Attention Policy*.

Harassment of a sexual nature is one of the most common forms of harassment and 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.

## **Appendix B: Reporting an incident of unfair discrimination or abuse**

Artform does not tolerate any form of discriminatory abuse, including verbal or physical, conscious or unconscious. We are committed to keep listening and to engage in meaningful debate in order to make real and lasting changes.

All volunteers, members, audience and anyone involved in and Artform activity, should feel able to report discriminatory incidents that they have experienced, witnessed or been told about, or to report other concerns around unfair discrimination they may have. No action will be taken until you have been contacted. Even if you do give your name, you can still request not to be contacted.

The procedure for reporting sexual harassment and the subsequent procedural stages are set out in Artform's procedure document entitled: *Abuse of Power: Bullying, Harassment & Unwanted Sexual Attention Policy*. These procedures also apply to any reporting of harassment that is considered nonsexual in nature.