



WOODLAND PRODUCTIONS
KETTLE FALLS, WA
SINCE 1984

Board of Directors Code of Conduct

As members of the Theater Board of Directors, we are committed to upholding the highest standards of conduct and fostering a collaborative and respectful environment. Our actions directly impact the success of the theater and the experience of our community. This Code of Conduct outlines the principles and behavioral expectations that guide our interactions and decisions.

1. Professionalism and Respect:

We will treat fellow board members, theater staff, and volunteers with respect, dignity, and professionalism, regardless of differences in opinions or backgrounds.

2. Communication:

a. We will engage in open, honest, and transparent communication, encouraging diverse perspectives and active listening.

b. We will address conflicts or disagreements constructively, seeking resolutions that promote the best interests of the theater.

3. Confidentiality:

We will respect the confidentiality of sensitive information discussed during board meetings or related to the theater's operations, refraining from sharing such information without proper authorization.

4. Commitment and Accountability:

a. We will fulfill our duties and responsibilities as board members with dedication, attending meetings regularly and actively participating in decision-making.

b. We will take ownership of our decisions and actions, holding ourselves accountable for our contributions to the theater's success.

5. Conflict of Interest:

We will disclose any potential conflicts of interest that may arise between our personal or professional affiliations and the theater's best interests. We will make decisions in the theater's best interests, free from personal gain or bias.

6. Inclusivity and Diversity:

We will actively work to create an inclusive environment that embraces diversity in all its forms, promoting equal opportunities and representation within the theater.

7. Continuous Improvement:

We will seek opportunities for learning and growth, staying informed about the theater industry and best practices in governance.

8. Board Member Behavioral Expectations

- Arrive punctually for board meetings and be prepared to actively contribute.
- Participate in discussions constructively, respecting the input of others.
- Avoid personal attacks, derogatory language, or aggressive behavior.
- Prioritize the theater's welfare over personal preferences.
- Respect the decisions made collectively by the board, even if you disagree.
- Avoid making commitments on behalf of the theater without proper authorization.
- Uphold the theater's values and mission in all interactions.
- Support fundraising efforts and assist in cultivating donor relationships.

- Adhere to all applicable laws and regulations.
- Strive to promote a positive image of the theater in the community.

Agreement Statement

I, _____, as an elected member of the board, understand that my actions directly represent the theater and agree to comply with the Board Code of Conduct.

Signature: _____

Date: _____

Print: _____



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Participant Behavioral Expectations

A theatre participant is an individual actively involved in the creation, production, or presentation of performances. This encompasses a wide range of roles, such as actors, directors, designers, crew members, musicians, choreographers, writers, producers, and other persons who collaboratively contribute to the artistic and technical aspects of a theatrical production.

1. Respect and Collaboration:

- a. Treat fellow participants, cast members, crew, and staff with respect and kindness.
- b. Collaborate effectively, valuing each person's contributions and ideas.

2. Professionalism:

- a. Arrive on time for rehearsals, performances, and other scheduled activities.
- b. Be prepared and attentive during rehearsals and performances.

3. Commitment:

- a. Fulfill your role's requirements, whether it's acting, directing, designing, or volunteering.
- b. Inform appropriate personnel in advance if you're unable to attend a rehearsal or performance.

4. Communication:

- a. Communicate openly and respectfully with fellow participants and staff.
- b. Address concerns or conflicts through proper channels, maintaining a solution-oriented approach.

5. Adaptability:

- a. Be flexible and adaptable to changes in schedules, roles, or production needs.
- b. Embrace feedback and use it to improve your performance.

6. Professional Conduct:

- a. Refrain from inappropriate language, behavior, or actions that could cause harm or distress to others or Woodland Productions.
- b. Abide by all theater policies, including those related to costumes, props, and set usage.

7. Inclusivity and Diversity:

- a. Embrace diversity and treat everyone with equal respect, regardless of background, identity, or experience.
- b. Refrain from any form of discrimination, harassment, or bullying.

8. Teamwork:

- a. Work collaboratively with cast members, crew, and staff to create a unified production.
- b. Support your fellow participants and contribute positively to the theater community.

9. Costume and Prop Care:

- a. Take care of costumes, props, and equipment provided by the theater. Do not make any changes or alterations to theater property without prior authorization.
- b. Report any damage or issues promptly to the appropriate person.

10. Safety and Health:

- a. Prioritize your safety and the safety of others during rehearsals and performances.
- b. Follow safety guidelines, including those related to all health concerns (COVID-19, etc.)

11. Audience Engagement:

- a. Interact professionally and graciously with the audience before, during, and after performances.
- b. Represent Woodland Productions in a positive light during public interactions.

12. Continuous Improvement:

- a. Seek opportunities for personal growth and development within the theatre arts.
- b. Strive to enhance your skills and contribute positively to each production.



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Procedure for Violation

At Woodland Productions, our Code of Conduct and Participant Behavioral Expectations serve as a foundation for maintaining a respectful and inclusive environment for all participants. This procedure outlines the steps to be followed in the event of a violation of the Code of Conduct or Behavioral Expectations by any member of the Board of Directors, Theater Staff, Production Team, Musician, Cast, or Crew. Our goal is to address violations consistently, encourage growth, and ensure a positive experience for all.

Each year, the President of the board will appoint a Sub Committee composed of 3-5 Board Members/Staff, that may include a person from the membership who is not a part of the Board of Directors. No member of this committee can have been the subject of a significant verified complaint in the last two years. This Sub-Committee will be responsible for implementing the Conflict Resolution Policy.

1. Initial Observation or Complaint:

When a violation is observed or reported, it should be documented by the Production Mediator or member of the Conflict Resolution Sub-Committee per the Resolution Policy. If the violation is unlawful, it will be immediately reported.

2. Informal Resolution

Parties involved in a dispute should share their concerns calmly and respectfully, focusing on the specific behavior or incident rather than making personal attacks.

Parties are expected to actively listen to the other perspective and work collaboratively to find a mutually agreeable solution or compromise.

3. Documentation:

The observer or complainant should document the incident by completing the Complaint Form, listing specific details of the incident, dates, times, involved parties and any other information that may seem pertinent to the situation. (See Conflict Resolution Policy)

4. Verbal Reprimand:

For minor violations, an initial verbal reprimand may be issued by the designated individual, such as a director or staff member. The purpose is to address the violation, provide feedback, and encourage adherence to the Code of Conduct.

5. Written Reprimand:

If the violation persists or if the initial verbal reprimand is not effective, a written reprimand will be issued. This formal communication outlines the violation, expectations for improvement, and the potential consequences of continued non-compliance. The Written Document shall be reviewed by the Board of Directors and signed by the offending party.

6. 3-Month Probationary Period:

For violations that require more significant improvement, the individual may be placed on a 3-month probationary period. During this time, the individual will be closely monitored to assess their compliance to the Code of Conduct and their commitment to personal growth.

7. Suspension of Supervisory Roles:

If the violation is serious and/or repeated, the individual's position or responsibilities within the theater may be suspended temporarily. This suspension

allows for reflection, education, and an opportunity for personal growth. For a significant verified complaint of a person in a supervisory role, a period of one year suspension may be imposed by the committee or the board for any role over other performers. These roles include but are not limited to director, assistant director, producer, or team leader. All other involvement will not be affected and is encouraged.

Should any violation occur that is found to be egregious unlawful, the Board of director reserves the right to determine expulsion from future productions or permanent suspension of supervisory roles.

8. Communication:

All parties involved will be informed of the decision, consequences, and the reasons behind them. This includes the complainant, the alleged violator, and any relevant supervisors or team members.

9. Record Keeping:

Documentation of the incident, investigation, decision, and consequences will be kept on file by the theater for reference and transparency. Confidentiality will be maintained to the extent possible.

10. Support and Education:

Individuals facing consequences will be offered resources, training, or guidance to help them understand and address their behavior. The goal is to facilitate growth and prevent future violations.

11. Continuous Improvement:

The theater will use each violation as an opportunity to evaluate the effectiveness of its Code of Conduct and procedures, making necessary adjustments to foster a positive environment.

This procedure ensures that all participants are treated fairly and respectfully while upholding the standards of behavior outlined in the Code of Conduct.

Agreement Statement

I, _____, have read and will comply with the **Participant Behavioral Expectations and understand the Procedure Process for Violation.**

Signature:

Date:

Print: