



## Arlington Friends of the Drama Code of Conduct

The board of the Arlington Friends of the Drama wants everyone who comes here to work on a show to have fun. We will do whatever we can to make sure everyone has fun and does not feel uncomfortable at any point in the audition, rehearsal, preparation, or performance process.

To that end, the board has established the following Code of Conduct:

As an affiliated member of the Eastern Massachusetts Association of Community Theatres (“EMACT”), AFD has adopted EMACT’s Anti-Harassment Policy. This policy is available on our website, on the Board & Bylaws page. This Code of Conduct reinforces the policy.

### **Scope:**

This policy applies to all directors, committee members, employees, volunteers, producers, production team members, performers, and any other contracted or elected associates (collectively referred to as “personnel” hereafter) participating in events produced by, or affiliated with, the Arlington Friends of the Drama (“AFD”).

### **Policy:**

It is strictly against our policy for any individual to harass, bully, or discriminate against any personnel of AFD based on, but not limited to, race, color, religion, ancestry, national origin, age, weight, gender, gender identity, sexual orientation, genetic information, disability, active military or veteran status, or past involvement in a discrimination or harassment complaint.

Examples of such harassment based on these identifiers may include, but are not limited to, slurs, jokes, intimidation, the display of offensive pictures or literature, obscene or offensive gestures, and/or unwelcome verbal or physical advances or attacks; all of which applies on or off premises of the theatre.

### **Terms:**

**General Harassment** - Conduct that substantially interferes with operations or productions of AFD, and/or creates an intimidating, hostile, unsafe, or offensive environment for associated personnel.

**Sexual Harassment** - Sexual Harassment is a form of general harassment that is unlawful and includes, but is not limited to, making unwelcome and/or unsolicited sexual advances, requests for sexual favors, and/or other visual, verbal, or physical conduct of a sexual nature. See pages 2-4 of the AFD Anti-Harassment Policy for examples of verbal and nonverbal sexual harassment.

This document is not to be altered in any way. The AFD Code of Conduct was last reviewed and approved by the Board of Directors on February 20, 2020.



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### Claims of Harassment:

AFD encourages any personnel to raise questions or concerns they might have regarding this Code of Conduct to a producer or board member, listed on the Board & Bylaws page. Any personnel who believes they have been the subject of harassment is also encouraged to make a verbal and/or written report of actions taken against them to a producer or board member. Personnel of AFD should be assured that any report of harassment will be carefully and promptly investigated and that they will not be subject to retaliation. Further, this policy prohibits retaliation by or against anyone who assists in the investigation of incidents or complaints reported to AFD.

Following an investigation of an individual's behavior by the Board of Directors or by any person(s) designated by the board, the Board of Directors may take appropriate constructive actions up to and including the termination of employment and/or contract, membership, office held, participation in current or any future productions, or any other removal of privileges or involvement associated with AFD. The Board of Directors also reserves the right to notify local law enforcement should any reported incident be deemed unlawful and/or beyond the ability of the organization to appropriately handle.

AFD recognizes that false accusations of harassment can have serious and lasting effects on individuals both personally and professionally. We trust that all personnel will act responsibly and honestly to establish a safe and healthy working environment, free of discrimination and harassment. However, should associated personnel make an accusation that was not reported in reasonable good faith, or is found to have intentionally and/or maliciously made fabricated or false statements or reports, AFD may take appropriate constructive actions up to and including the termination of employment, membership, office held, participation in current or any future productions, or any other removal of privileges or involvement associated with AFD as agreed upon by the Board of Directors.

### **I agree to abide by the above Code of Conduct.**

*If the AFD participant is under 18, then a parent needs to sign this document, confirming that the family will discuss and follow the Code of Conduct.*

**Print Name** \_\_\_\_\_

*If the person named above is under 18, then Print Parent's Name* \_\_\_\_\_  
and sign below

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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