



Code of Conduct

Introduction

If a law conflicts with a policy in this Code, you must comply with the law. Also, if a local custom or policy conflicts with this Code, you must comply with the Code. If you have any questions about these conflicts, you should ask your Producer how to handle the situation.

Those who violate the standards in this Code will be subject to disciplinary action, including possible dismissal. Furthermore, violations of this Code may also be violations of the law and may result in civil or criminal penalties for you, your Producer and/or the Company. If you are in a situation which you believe may violate or lead to a violation of this Code, contact your Producer or a member of the Drama Dock Board.

1. Compliance with Laws, Rules and Regulations

Obeying the law, both in letter and in spirit, is the foundation on which this Company's ethical standards are built. All volunteers, employees and officers must respect and obey the laws, rules and regulations of the cities, states and countries in which we operate. Although volunteers, employees and officers are not expected to know the details of each of these laws, rules and regulations, it is important to know enough to determine when to seek advice from producer, stage manager or other appropriate personnel.

2. Conflicts of Interest

A "conflict of interest" exists when a person's private interest interferes in any way - or even appears to interfere - with the interests of the Company. A conflict situation can arise when a volunteer, employee or officer takes actions or has interests that may make it difficult to perform his or her Company work objectively and effectively. Conflicts of interest may also arise when a volunteer, employee or officer, or a member of his or her family, receives improper personal benefits as a result of his or her position in the Company.

3. Discrimination and Harassment

The diversity of the Company's employees/volunteers is a tremendous asset. We are firmly committed to providing equal opportunity in all aspects of casting and employment and will not tolerate any illegal discrimination or harassment based on race, color, religion, sex, national origin or any other protected class. Further, if the Director experiences difficulties with any cast member or tech staff, the "difficult person" can not be terminated from any position without first bringing the matter to the attention of the Producer. If the Producer is unable to resolve the difficulty to the Director's satisfaction, the Drama Dock Board will be notified prior to termination of any position--be it on stage or back stage.

4. Health and Safety

The Company strives to provide each employee and officer with a safe and healthy work environment. Each volunteer, employee and officer has responsibility for maintaining a safe and healthy workplace for all employees and officers by following environmental, safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions. Violence and threatening

behavior are not permitted.

Volunteers, employees and officers are expected to perform their Company related work in a safe manner, free of the influences of alcohol, illegal drugs or controlled substances. The use of illegal drugs in the workplace will not be tolerated.

5. Record-Keeping, Financial Controls and Disclosures

The Company requires honest, accurate and timely recording and reporting of information in order to make responsible business decisions.

All business expenses must be documented and recorded accurately in a timely manner. If you are not sure whether a certain expense is legitimate, ask your Producer.

6. Protection and Proper Use of Company Assets

All volunteers, employees and officers should protect the Company's assets and ensure their efficient use. Theft, carelessness, and waste have a direct impact on the Company's ability to remain viable. All Company assets are to be used for legitimate Company purposes. Any suspected incident of fraud or theft should be immediately reported for investigation. Company assets should not be used for non-Company business.

7. Reporting any Illegal or Unethical Behavior

Volunteers and employees are encouraged to talk to their Producer, Stage Manager, Board Members or other appropriate personnel about observed behavior, which they believe may be illegal or a violation of this Code of Conduct or Company policy or when in doubt about the best course of action in a particular situation. It is the policy of the Company not to allow retaliation for reports made in good faith by employees of misconduct by others.

Your Personal Commitment to the Drama Dock Code of Business Conduct

I acknowledge that I received a copy of the Drama Dock's Code of Business Conduct dated _____ ("the Code"), that I have read the Code and that I understand it. I will comply with the Code. If I learn that there has been a violation of the Code, I will contact my Producer or a Board Member. I acknowledge that the Code is not a contract, and that nothing in the Code is intended to change the traditional relationship of employment-at-will.

Dated: _____

Signature: _____

Employee's Name (Please Print): _____