



RCT Code of Conduct and Policies

Message From Our Managing Director

On behalf of the Rochester Civic Theatre Staff and the Board of Directors, I welcome you and wish you every success here. We believe that each employee, contractor, board member, and volunteer contributes directly to our growth and success, and we hope you will take pride in being a member of our RCT community.

This Code of Conduct outlines the policies, programs, and expectations that will ensure we create a safe, inclusive, and diverse environment.

Rochester Civic Theatre's Mission

The mission of Rochester Civic Theatre is to ENGAGE community organizations through collaboration and shared resources, ENRICH lives through education and outreach, and ELEVATE human connection through theatre arts.

Code of Conduct Applies to All of Us

RCT created this Code of Conduct to serve as a guide for the relationship between employees, board members, contractors, and volunteers. There are several things that are important to keep in mind about this Code of Conduct.

It contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice, you should address those specific questions to the Managing Director.

Organization of RCT

The RCT Board of Directors provides governance and oversight for the organization as a whole. The purpose of the Board is not to be involved in the day-to-day management or operation of the theatre. The Managing Director, as chief administrator, is accountable to the Board of Directors. The Managing Director is given the authority to employ, contract, recruit, terminate and, in consultation with the Board of Directors, compensate staff & contractors, carry out policies as delegated by the Board of Directors, administer personnel policies and practices, and manage the daily operations of RCT, all in accordance with the budget approved by the Board of Directors.

Each production has a team of directing staff as well as a Board of Directors liaison that is available to all members of the production to field questions and/or concerns.



For all members involved it is important to:

- Understand this Code of Conduct and all RCT policies that affect your job as well as the position you supervise. Help your team members understand the Code of Conduct.
- Promote compliance with the Code – even in difficult situations.
- Create an environment of integrity, accountability and mutual respect that support doing the right thing.
- Encourage team members to bring ideas forward, ask questions, voice concerns and report any possible violations.
- Listen carefully when a team member brings a potential problem to you. Consider what should be done. If there is a possible violation of the Code, contact your supervisor or seek Managing Director support immediately.
- Know who The Board of Directors liaison is for your production, as they may also be contacted at any point in the process.

Remember Not To:

- Ignore or cover up possible violations of the Code of Conduct.
- Allow a situation to continue to worsen, or give even the appearance of condoning wrong behavior.
- Retaliate against or victimize individuals who report possible violations or voice concerns about the Code of Conduct and RCT policies.
- Permit or tolerate retaliation by others.

Code of Conduct:

The orderly and efficient operation of the Rochester Civic Theatre requires that employees, contractors, and volunteers maintain proper standards of conduct at all times. Respect, honesty and commitment to excellence are expected standards of conduct.

Certain rules and general regulations have been established to ensure safe, efficient and successful operations of our facilities and to provide a pleasant working environment for all positions. Employees, contractors, and volunteers are to exercise good judgment consistent with their positions at RCT and not to interfere with the rights and interests of fellow employees, contractors, and volunteers. Failure to abide by these rules and regulations will result in disciplinary action.



While not all inclusive, the following are examples of severe behavior that may result in immediate suspension or immediate termination of position on the first occasion:

- Conducting any illegal activity on RCT property at any time.
- Possession of firearms, explosives or other weapons on RCT property at any time. Props used for productions are excluded from this policy.
- Use or possession of alcohol, illegal drugs, or controlled substances on RCT property, or reporting to work impaired by or under the influence of alcohol, illegal drugs or controlled substances. An exception to the alcohol policy will be made in the case of Theatre events (such as opening night receptions) where alcohol is served, at the discretion of the Managing Director. In these cases, Theatre employees will be asked to use good judgment in consuming alcohol. It is not acceptable for any employee to become intoxicated while at the theatre. At no time should alcohol be consumed when tending bar.
- Theft or unauthorized removal of the property of any employee or of organization, including records or other confidential information.
- Falsification of any records, documents, reports or timecards.
- Fighting while on property.
- Threatening a supervisor, employee, contractor, board member, or volunteer at any time.
- Insubordination, which includes abusive language or actions against a supervisor or job refusal.
- Deliberate acts that result in or could result in destroying, defacing, or damaging property belonging to or another employee.
- Sleeping on the job.
- Intoxication on the job.
- Job abandonment; leaving premises or your workstation during working hours without permission, or an acceptable excuse; not showing up or calling in (No Call/No Show) for three consecutive days.
- Gross neglect of duty.
- Gross incompetence.
- Discriminatory actions.



While not meant to cover every situation, a violation of one of the following work rules will generally result in discipline, up to and including discharge of position:

- Discourtesy or offensive conduct towards a manager, co-worker, contractor, board member, volunteer or member of the general public, including violation of EEO policies.
- Poor performance of job duties, including, poor quality workmanship, concealment of defective work, or interfering with another employee's performance of duties.
- Instigating, encouraging or participating in any form of work slowdown.
- Harassment, including use of profane or abusive language, or sexual harassment of any customer, volunteer, visitor, contractor or fellow employee.
- Violation of any safety rule.
- Discussion of plans, performance, operating procedures, etc. with individuals who are not employees, Board members or appropriate volunteers.
- Using without permission, any machines or equipment or other property.
- Excessive absenteeism or tardiness, with respect to starting time, breaks, lunch or quitting time.
- Unauthorized access to facilities.

Harassment Policy

It RCT's policy to maintain a work environment free from discrimination, from offensive or degrading remarks about, or conduct related to an employee's race, color, creed, religion, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance, gender identity, or sexual preference or identity. Offensive behavior prohibited by the policy also includes requests to engage in illegal, immoral, or unethical conduct, or retaliation for making a complaint.

All employees, contractors, and volunteers should promptly inform the Managing Director, or the President of the Board of any occurrences of harassment. It is not sufficient to report the incident to a coworker.

Definitions

- Sexual harassment is any suggestion (express or implied) that any person's promotion, employment, compensation or treatment is in any way contingent upon or related to an employee's participation in or rejection of conduct of a sexual nature. Sexual harassment also includes a wide range of unwanted and unwelcome sexually directed behavior, including unwelcome sexual advances or physical contact; requests for sexual favors; sexual remarks, compliments, jokes or innuendoes; the display of sexually suggestive calendars, posters, or materials; and any other verbal or physical conduct of a sexual nature which creates an intimidating, hostile or offensive working environment.



- Racial harassment and harassment based on religion, marital status, sexual preference, age, disability or any other protected classification includes unwelcome, hostile or discriminatory behavior or remarks directed at individuals in any of these groups on account of their membership in these groups. Any such inappropriate comments or behavior based on his or her membership in a protected class, and any actions which adversely base an individual's employment conditions or advancement on his or her membership in a protected class will not be tolerated. Examples of prohibited behavior also include racial, ethnic, and religious comments, portrayals, or slurs.

The Rochester Civic Theatre will not tolerate harassment or intimidation as defined in this policy of any employee, whether through conduct, verbal or written communications, or electronic media.

Getting Help and Raising Concerns

At Rochester Civic Theatre we believe we should all have the opportunity to speak openly and to be treated fairly. This philosophy - open door - is intended to support our core belief in honest, respectful communications. If you have ideas, questions, or concerns and you would like to discuss them, there are many ways to do so.

If you have a suggestion or a question that is not related to a specific production, you are always welcome to contact the staff via email, phone, or request to set up a meeting. If you are not sure where to direct your inquiry, email Misha@RochesterCivicTheatre.org and we will deliver it to the appropriate person.

For concerns regarding a violation of this Code of Conduct, please refer to the Reporting Procedure below.

Reporting Procedure

If you witness or experience a violation of this Code of Conduct, you should follow the Complaint Procedures:

- All complaints will be investigated promptly. Every effort will be made to preserve confidentiality during the investigation and disposition of a code of conduct complaint, with information regarding the complaint restricted to only those who need to know. The investigation will proceed as follows:
- Following completion of the investigation, RCT will determine whether a violation occurred with respect to the reporting individual and also with respect to any other employees, contractors or volunteers. Management will then take such disciplinary and corrective action as determined to be appropriate based on the findings.
- RCT will not tolerate retaliation or intimidation against anyone who makes a good faith complaint pursuant to this policy or who participates in an investigation under these procedures. If any employee, contractor or volunteer believes he/she has been subject to retaliation, the party should immediately report the matter to the Managing Director or in the absence of the Managing Director, the President of the Board or Board Liaison.
- If the offensive behavior reoccurs, it should immediately be reported to a member of management for prompt action pursuant to this policy.



Resolution and Discipline

- When the investigation concludes that a violation has occurred; corrective action will include, but is not limited to, verbal or written warnings, suspension, training or counseling, an apology and/or termination of employment, contract or volunteer service depending on the circumstances.

Treatment of Reports

Allegations of violations brought forward will be investigated in a timely fashion by the Managing Director, or in the case of allegations against the Managing Director, the Board President and/or Board Liaison. Rochester Civic Theatre will always strive to protect the privacy and confidentiality of all parties involved to the extent possible, consistent with a thorough investigation, restricted to only those who need to know. All employees, contractors, and volunteers, whether complainant, witness, or the subject of the investigation, are required to be truthful, accurate, and cooperative throughout the investigation.

1. Upon receiving a complaint or being advised that violation of this policy may have occurred or may be occurring, the Managing Director and/or Board President will notify the Board that a complaint has been filed, and if applicable will review the complaint with the company's legal counsel.
2. As soon as practical and no more than 30 days after receiving the complaint, the Managing Director and/or Board President will notify the person(s) charged of a complaint and initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
3. During the investigation, the Managing Director and/or Board President, together with legal counsel may interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred. The Managing Director, Board President or other person conducting the investigation will conclude the investigation and submit a written report of his or her findings to the Board.
4. If it is determined that harassment or discrimination in violation of this policy has occurred, the Managing Director and/or Board President will recommend appropriate disciplinary action. If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the Managing Director and/or Board President or other board member conducting the investigation, may recommend appropriate preventive action.
5. As soon as practical and no more than 10 days after the investigation is concluded, the Managing Director and/or Board President conducting the investigation, will meet with the complainant and the subject of the complaint separately, notify them of the findings of the investigation, and inform them of the action being recommended.



6. The complainant and the subject of the complaint may submit statements to the Managing Director and/or Board President conducting the investigation challenging the factual basis of the findings. Any such statement must be submitted no later than ten working days after the meeting with the Managing Director and/or Board President conducting the investigation in which the findings of the investigation are discussed. After receiving such a statement, the Managing Director and/or Board President will meet with others as appropriate, including legal counsel, to determine next steps and will communicate that determination with the complainant and subject of the complaint.

Action

Action to be taken may include, but is not limited to, no disciplinary action, education, an apology, termination of employment or volunteer service.

False Accusations

Deliberately false harassment claims will not be tolerated. If the investigation establishes that the alleged conduct did not occur, the complainant will be subject to appropriate corrective action. The subject of the investigation must be assured that the false charges will not affect the terms or conditions of her or his employment or association with Rochester Civic Theatre.

Retaliation

RCT will not tolerate retaliation or intimidation against anyone who makes a good faith complaint pursuant to this policy or who participates in an investigation under these procedures. If any employee, student or volunteer believes he/she has been subject to retaliation, he or she should immediately report the matter to the Rochester Civic Theatre Managing Director.

Alternative Legal Remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.



Diversity and Inclusion

Rochester Civic Theatre is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. We embrace and encourage differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make all our volunteers, contractors, and employees unique. All volunteers, contracted artists, students, and employees are expected to exhibit conduct that reflects inclusion during theatre projects and functions on or off the work site, and at all other company-sponsored and participative events. Anyone found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action. Volunteers, contracted artists, students, and employees who believe they have been subjected to any kind of discrimination that conflicts with RCT's diversity policy and initiatives should seek assistance from their immediate supervisor or a comparable representative of the organization.

Health and Safety

Safety, security, and health are integral parts of our operations, and RCT approaches these values with the same level of commitment as all others included in this code of conduct. Our operations are conducted in compliance with applicable health, security, safety, and environmental laws and regulations, company standards, and best practices. We take all reasonable and practical steps to ensure that we provide a safe, secure, healthy, and clean operational environment. LCT strives for continuous improvement wherever possible and economically viable.

All who work or participate in operations at RCT are expected to:

- Ensure safety, security, and protect health to the best of their knowledge, ability, and experience.
- Recommend and/or implement practices to improve health and safety standards at RCT.
- Stop their work when it is not safe.

Changes in Policy

Since the business is constantly changing, RCT expressly reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this Code of Conduct or in any other document. With respect to all other changes to company policies, RCT will notify current participants of changes in writing. No oral statements or representations can in any way alter the provisions of this Code. If uncertain about any policy or procedure, please check with the Managing Director.