



Policy Name:	Code of Conduct for Members and Volunteers	Policy #:	11
Policy Category:	Governance	Date:	Nov 20, 2023
Policy Owner:	Governance & Nominations Committee	Next Review Date:	October 2024

### **Purpose**

To assist Northumberland Players in maintaining a harmonious and ethical work environment which serves the community, this Code of Conduct (“the Code”) has been adopted to set out the guiding principles and rules for all members and volunteers to follow in the performance of their work in support of the Mission and Vision of Northumberland Players.

Any violation of the Code is viewed as a serious matter and may be subject to disciplinary action.

No member or volunteer will be disciplined for reporting in good faith any known or suspected violation of the Code.

### **Mission Statement of Northumberland Players**

To offer the community opportunities to engage in all aspects of quality theatre.

### **Vision Statement of Northumberland Players**

We strive to be the Region’s best, most progressive, and engaging community theatre organization, supporting a diverse, active membership and volunteer base.

### **Guiding Principles**

In all dealings at or on behalf of Northumberland Players, members and volunteers must:

- Conduct themselves at all times with honesty, integrity, and transparency;
- Perform their duties to the best of their ability;
- Treat others, including other members, volunteers, patrons, and sponsors, with respect, dignity, fairness, and courtesy, embracing diversity and valuing differences;
- Advance a professional, safe, and inclusive environment without discrimination, harassment or violence towards others;
- Respect differences and conduct interactions in a professional manner with open, constructive, and fact-based dialogue;
- Avoid putting themselves or Northumberland Players in a real or perceived conflict of interest;
- Never participate in or assist others to participate in any illegal and/or criminal activities;
- Collect, use and disclose confidential information only in accordance with the **Privacy Policy** of Northumberland Players and applicable privacy law;
- Keep all records, documents, and communications accurate, truthful and up-to-date;
- Never destroy or take for personal use, any items belonging to or safeguarded by Northumberland Players, without prior written approval;
- Comply with the Northumberland Players **Safe Spaces** policy and procedures;
- Comply with all applicable policies and procedures of Northumberland Players.

### **Use of Alcohol and/or Non-Medicinal Drugs**

While the use of medicinal drugs is clearly acceptable, no member or volunteer may use or distribute alcohol or any non-medicinal drugs onsite in theatre spaces (dressing rooms, backstage, onstage, audience areas in the venue) while working on a Northumberland Players production or during Northumberland Players Board meetings.

No member or volunteer may be impaired by the use of alcohol or any non-medicinal drugs onsite in theatre spaces (dressing rooms, backstage, onstage, audience areas in the venue) or during Northumberland Players Board meetings.

Any member or volunteer who is found to be impaired by alcohol or any non-medicinal drugs may be asked to leave the premises immediately, and may be subject to further disciplinary action up to and including revocation of membership.

### **Acknowledgment and Agreement to Comply**

The following acknowledgment and agreement to comply with the Northumberland Players Code of Conduct for Members and Volunteers is to be included in the annual member application / renewal procedures.

I acknowledge that I have received and read the ***Northumberland Players Code of Conduct for Members and Volunteers*** and ***Northumberland Players Safe Spaces*** Policy and Procedures.

I understand the standards and policies contained within the said Code of Conduct and Safe Spaces Policy and Procedures.

I agree to comply with the said Code of Conduct and Safe Spaces Policy and Procedures.

Clearly Print Name: \_\_\_\_\_ Phone #(Opt.) \_\_\_\_\_

Signature: \_\_\_\_\_ Clearly Print E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_ On this date you are: Over 18 years \_\_\_\_\_ Under 18 years \_\_\_\_\_

If currently UNDER 18 years old, what MONTH/YEAR will you turn 18 years old? \_\_\_\_\_

Please indicate your current volunteer activities: \_\_\_\_\_

### **Document History**

August 5, 2019 Approved by NP Governance & Nominations Committee  
August 20, 2019 Approved by NP Board of Directors  
October 26, 2021 Approved by NP Board of Directors (no changes)  
October 24, 2022 Approved by NP Board of Directors (no changes)  
October 4, 2023 Approved by NP Board of Directors  
November 20, 2023 Approved by NP Board of Directors