

ISLAND SHAKESPEARE FESTIVAL CODE OF ETHICAL CONDUCT

EFFECTIVE DATE: 2018; REVISED FOR 2024 SEASON: May 14, 2024

Island Shakespeare Festival (ISF) recognizes the importance of actively promoting and supporting an environment that is safe, respectful, and accountable to participants at all levels of the theatrical production.

WE AIM TO PROVIDE:

- An environment that supports healing and resilience and understands and considers the pervasive nature of trauma.
- Tools and practices for understanding and working against systems of oppression such as colonialism, racism, sexism, homophobia, transphobia, classism, ageism, and ableism that can result in individual discriminatory actions and structural/systemic inequities for certain groups in society
- A nurturing environment that allows us to challenge ourselves, our audience, and our communities, and allows the freedom to create theatre that represents the full range of human experience.

ALL OF OUR POLICIES AND PROCEDURES HAVE BEEN ADOPTED TO FURTHER SUPPORT THESE PRINCIPLES AND INCLUDE:

- Artist Policies & Procedures
- Non-Discrimination and Anti-Harassment
- Anti-Racism & Intersectional Inclusion
- Conscientious Substance Use
- Concern Resolution Path

Company members, staff, board members, and volunteers are expected to read and adhere to these policies and this **Code of Ethical Conduct** for the duration of their engagement with ISF. By initialing and signing this document, you acknowledge understanding of these and agree to abide by them.

I _____, recognize that I should always exercise appropriate and ethical judgment while interacting with others at ISF and in the South Whidbey community. I will always take the well-being of every participant into consideration.

ISF CODE OF ETHICAL CONDUCT

GUIDELINES FOR ETHICAL CONDUCT

As indicated by my initials below, I agree to adhere to the following while employed by or volunteering with ISF:

- I will use good judgment when interacting with ISF facilities to avoid unsafe behavior. I understand that any on-site injuries or illnesses that occur must be reported to stage management. _____
- In moments of disagreement, I will work toward positive solutions wherever possible. _____
- I will not arrive to work-related calls under the active influence of alcohol, illegal, or legal drugs for non-medicinal purposes. If I feel concerned for myself or someone else regarding drug or alcohol use, I know I can find resources on ISF's "Conscientious Substance Use" document. _____
- I will respect physical and emotional boundaries of my colleagues and will ask for and receive consent before engaging in behavior that jeopardizes those boundaries. _____
- I will not engage in behaviors that may harm my colleagues, including sexual harassment, bullying, intimidation, and discrimination. I understand what these behaviors are and know where to find more information about them. _____
- I will practice anti-racism. I understand and share this core value. I will hold myself and my colleagues accountable. _____
- I understand that I am representative of Island Shakespeare Festival, and that my behavior at company and community functions reflects the culture of ISF. _____
- I will strive to be compassionate, open-minded, and supportive in collaboration with my colleagues. _____
- I understand that artists employ different techniques through a rehearsal process. I will respect those of others and will ask the same of them. I will be mindful of others' boundaries throughout. _____
- I will respect the assumed confidentiality of the rehearsal and performance process and will not share others' personal stories or experiences. _____
- I will respect the space, resources, and facilities of Island Shakespeare Festival and the South Whidbey Community. I will recycle what I'm able to, I will clean up after myself, I will participate in keeping our shared spaces clean and safe. _____
- I will communicate schedule conflicts to my stage management team and will always do my best to inform them of unforeseen obstacles causing lateness. _____
- I am willing to receive and provide constructive feedback. _____
- If the work environment is not functional or I experience conflict with a colleague, I understand, can access, and will follow the Concern Resolution Path. I will participate in courageous conversations. I will avoid gossip with colleagues but will contact the Mental Health Coordinator or another appointed advocate if I need a space to vent. _____

ISF CODE OF ETHICAL CONDUCT

CODE OF ETHICAL CONDUCT SIGNATURE PAGE

By signing below, I acknowledge I have received and agree to the following: ISF Code of Ethical Conduct, Non-Discrimination and Anti-Harassment, Anti-Racism and Intersectionality, and Artist Policies & Procedures documents. ISF reserves the right to modify and make additions to policy documents as the need arises. Any new guidelines will be distributed in writing and discussed.

If any section(s) or statement(s) of this or the policies listed above is determined unlawful, only the affected section/statement will be voided. The policy(ies) in their entirety will not be considered void.

Signature:-----

Printed Name:-----

Date:-----

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DOCUMENT REVIEW & REVISION HISTORY

ACTION	DATE	AUTHORIZED BY
Adopted	2018	Rene Neff - BOD
Revised	April 17, 2022	Olena Hodges - AD
Revised by Resolution	April 19, 2022	Rob Scott - BOD