

## Code of Conduct

### Vision

#### Core Principle

As Thieves Guild members, we are responsible for adding value to Thieves Guild and contributing to the ethical success of this organization. We accept responsibility for our individual decisions and actions.

Thieves Guild Productions, Inc. firmly believes a positive culture promotes equal opportunity and establishes the framework for a safe environment. The Code of Conduct is comprised of a set of policies, rules, and laws by which order is established and maintained for the benefit of all. Discipline must have the qualities of objectivity, consistency and equity. It is the responsibility of all Board Members, Safety and Training Staff, Production Team members, general members, parents/guardians of minors, and volunteers to ensure the group's environment encourages a climate conducive to learning and fun.

#### Intent

- To build respect and credibility within our organization and the communities in which we work
- To assist the group in achieving its objectives and goals
- To positively influence our membership and recruitment practices
- To encourage good decision-making and responsibility
- To encourage social responsibility

#### Guidelines

1. Adhere to the highest standards of ethical and professional behavior
2. Measure the effectiveness of our programs in contributing to or achieving organizational goals
3. Comply with the law
4. Strive to achieve the highest levels of service, performance and social responsibility
5. Advocate for the appropriate use and appreciation of human beings as members and volunteers
6. Advocate openly and within the established forums for debate in order to influence decision-making and results

## Professional Development

#### Core Principle

As members we must strive to meet the highest standards of competence and commit to strengthen our competencies on a continuous basis.

#### Intent

- To expand our knowledge of our field of interest to further our understanding of how our organization functions

- To advance our understanding of how our organization works ("the business of the business")

### **Guidelines**

1. Pursue formal training opportunities
2. Commit to continuous learning, skills development and application of new knowledge as it relates to Thieves Gilde
3. Contribute to the body of knowledge, the evolution of the Thieves Gilde and the growth of individuals through training, research and dissemination of knowledge
4. Pursue certification where available, or comparable measures of competencies and knowledge

## **Responsibilities and Discipline:**

### **Core Principle**

The Code of Conduct is intended to be an instructive policy based on interventions and supports for all members and volunteers. However, when consequences are warranted, they shall be implemented based on a system of progressive discipline. Minor infractions and first offenses have less serious consequences than major infractions and repeat offenses. Factors such as age, social, emotional and intellectual development, and overall individual rights and responsibilities shall also be considered.

Disciplinary issues will be resolved by every means possible prior to expulsion from the Thieves Gilde. Equitable and reasonable procedures will be followed to assure all members and volunteers of their rights. Thieves Gilde expects all members to demonstrate mutual respect for the rights of others. It is expected that all involved in participating fully accept their responsibilities to model and practice the Character Traits - Responsibility, Citizenship, Kindness, Honesty, Self-Control, Tolerance, Respect and Cooperation. Members' responsibilities are outlined below.

### **Responsibilities of Board Members**

- Read the Code of Conduct
- Treat other members with respect and honesty
- Distribute the Code of Conduct to members, volunteers, parents/guardians of minors, Production Team Members, and Training Staff
- Maintain a safe and orderly environment by using prevention and intervention strategies
- Monitor, support and sustain the effective implementation and maintenance of a positive culture and learning environment
- Implement the Code of Conduct in a fair, equitable and consistent manner
- Communicate policies, expectations and respond to complaints or concerns from members, volunteers and parents/guardians of minors in a timely manner
- Use professional judgment to prevent minor incidents from escalating
- Identify appropriate training and resources as needed to implement positive behavior interventions and supports

- Create and implement policies and procedures that encourage a safe and orderly environment for all members and volunteers
- Protect the legal rights of Thieves Guild members and volunteers
- Provide appropriate training and resources to implement a positive culture and behavior interventions
- Assist members, volunteers or parents/guardians of minors who are unable to resolve issues at the Trainer or Production Team-level

### **Responsibilities of Training Staff and Production Team Members**

- Read the Code of Conduct
- Treat other members with respect and honesty
- Use well-planned, creative and engaging instructional plans
- Teach and review the Code of Conduct, as necessary
- Set expectations, teach, model and reinforce positive behavior
- Provide members with meaningful and relevant feedback on their behavioral and training progress
- Maintain a safe and orderly environment by using prevention and intervention strategies
- Provide corrective feedback and reteach appropriate behaviors when a member demonstrates misconduct
- Use professional judgment to prevent minor incidents from escalating
- Keep parents/guardians of minors informed of members training progress and behavior through regular communication when necessary
- Request additional training and staff development as needed

### **Responsibilities of Members and Volunteers**

- Read the Code of Conduct
- Treat other members with respect and honesty
- Attend rehearsals, be prepared for rehearsals on time to the best of their abilities
- Follow the Code Ethics and Thieves Guild By-Laws
- Model and practice the expected behaviors and character traits
- Notify Safety and Training staff or Production Team Members about any dangerous behavior, bullying or activity that occurs during scheduled training, rehearsal or performance times
- Notify the Training Staff or Production Team of absences or tardiness in a timely manner
- Accept and respect individual differences and people
- Respect the rights of others and to act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others
- Treat Thieves Guild Property and the property of other members with respect
- Bring only those materials to training, rehearsals or performances that are allowed by the venue, safety and training or the production team
- Minors are to keep parents/guardians informed of Thieves Guild related issues and ensure communications are brought home

- Understand that Thieves Gilde is a Community Theater Troupe any casting or fight assignment is not guaranteed

### **Responsibility of Parents/Guardians of Minors**

- Read the Code of Conduct
- Make sure your child attends rehearsals regularly and on time
- Notify the Training Staff or Production Team of absences or tardiness in a timely manner
- Talk with your child about behavioral expectations and the reality that Thieves Gilde is a Community Theater Troupe any casting or fight assignment is not guaranteed.
- Visit training, rehearsals and performances, as necessary
- Play an active role and support your child's experience