

Hamilton Theatre Inc. Code of Conduct

Introduction.....	2
Who The Code Applies To.....	2
Where And When The Code Applies.....	2
Accountability and Reporting.....	3
Disciplinary Actions.....	4
Social Media and Electronic Communication.....	5
Inappropriate Behaviours.....	6
Expectations for Productions at HTI.....	7
Protection of Minors and Vulnerable Persons.....	8
Intimacy and Physical Touch On Stage.....	10
Expectations for Patrons of HTI.....	10
Disorderly Conduct.....	10
Appendix A: Acknowledgment of Code of Conduct (Members).....	12
Appendix B: Acknowledgment of Code of Conduct (Non-Members/Patrons).....	13
Appendix C: Building Access Control.....	14
Areas Available for Use by Non-Members.....	14
Members-Only Areas.....	14
Authorized Personnel Only.....	15
Appendix D: HTI Media Consent and Release Form (Non-Members).....	16

Introduction

Hamilton Theatre Inc., referenced to henceforth as “HTI”, is a non-profit, community-based volunteer organization dedicated to providing access to live theatre, entertainment, and related educational and developmental opportunities to the greater Hamilton community, as well as a venue for those seeking both onstage and offstage opportunities. HTI thrives on the diverse perspectives and talents of our Members, Patrons, and other guests, and aims to foster an equitable environment where all types of people feel welcome, respected, and included.

HTI aims to ensure that everyone feels welcome and safe in our community regardless of their age, race or ethnicity, gender identity or expression, sexual orientation, religion, or physical or mental ability. All Members, Board Members, Volunteers, Participants, and Patrons are expected to uphold this commitment while participating in any production, social event, community event, Board or annual general meeting, or any other physical or digital space affiliated with HTI. All Members, Board Members, Volunteers, Participants, and Patrons must treat everyone with dignity and respect in all interactions, both in person and electronically.

Who The Code Applies To

This code of conduct applies to all Members of the community involved in or attending an HTI production, regardless of their membership status, including:

- Members of the Board of Directors
- Cast Members
- Crew Members
- Pit Band Members
- Production Teams
- Volunteers
- Workshop or other event attendees
- Patrons

Where And When The Code Applies

This code applies to any events produced or hosted by HTI, or any time a group or individual is acting on behalf of the HTI community, including but not limited to:

- During rehearsals, performances, and associated production activities (e.g., building sets, production meetings, etc.).
- During HTI social or outreach events (e.g., DreamCast cabarets, community events, social gatherings after rehearsals/performances).
- In communications related to HTI productions or events (i.e., related to productions or HTI-hosted/-produced events).

- On public forums, such as social media applications, including Facebook groups or pages, Instagram accounts, Twitter/X/Blue Sky accounts, Reddit pages, etc.

Accountability and Reporting

All Members, Volunteers, Participants, and guests of HTI are responsible for knowing and adhering to the values and standards outlined in this document. Prospective and current Members are expected to review and adhere to all relevant HTI policies. Purchase of an HTI Annual Membership or acceptance of a Lifetime Membership acts as confirmation of having reviewed and accepting the terms of this Code ([Appendix A](#)). Purchasing a ticket or season pass or signing a rental agreement with HTI acts as confirmation of having reviewed and accepting the terms of this Code for Patrons or other guests to HTI, including those booking events or otherwise renting space at HTI ([Appendix B](#)). All Members and Non-Members must also ensure that they have reviewed and comply with the Building Access Controls outlined in [Appendix C](#) of this document.

Failure to adhere to the terms outlined in this Code of Conduct may result in being dismissed from a production or event or other disciplinary action, as appropriate.

If you observe any actions, statements, or behaviours that you believe are violating the expectations set out in this Code, you should notify the Board of Directors as soon as possible. It is the individual responsibility of all Participants to report any incident through official channels so that the leadership at HTI can be made aware and act appropriately. Members or other Participants should send any concerns about violations of the Code or other behaviours, statements, or actions that do not align with the values and mission of HTI to the Board of Directors via email to info@hamiltontheatre.com for prompt resolution and record-keeping purposes. Please note that good-faith reports of concerning behaviour made through the proper channels (i.e., to either a Production Team Member or the Board of Directors), regardless of the outcome, is not considered bullying, isolating, spreading rumours, or gossiping. Open communication is vital to promoting a safe space at the theatre.

We all share responsibility for keeping HTI a safe, healthy, inclusive, and respectful environment.

HTI has a zero-tolerance policy for discrimination, harassment, abuse, or bullying of any kind. This includes any misconduct that would compromise the safety, health, or well-being of or cause intentional physical or emotional discomfort to any Member, Participant, or guest of HTI. Any identified instances of such misconduct will be handled at the discretion of the Board of Directors. Any person working at, volunteering at, participating at, or patronizing HTI is expected to adhere to this policy and will be held accountable by HTI's Board of Directors for failure to do so. Any person who is found to have committed an infraction will be appropriately disciplined.

The Board of Directors will investigate all complaints or allegations of misconduct in a fair, respectful, and timely manner. HTI will prioritize keeping the individuals and matters involved in an allegation as confidential as possible, while still allowing for a prompt and thorough investigation of all claims.

Information provided about an incident or complaint will not be disclosed except as necessary to protect affected individuals or groups, to investigate the complaint or incident, to take corrective action, or as otherwise required by law.

HTI will utilize outside third parties as necessary to conduct an investigation of misconduct where it would not be appropriate for the HTI Board of Directors to investigate. The investigation team will complete a written report and present its findings to the Board for follow-up action as appropriate. HTI will take every reasonable measure to ensure that the impartiality of the investigation team is acceptable to all involved parties and that those closely associated with anyone involved in the complaint will not be part of the team. HTI will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies.

Disciplinary Actions

Depending on the severity and impact of any particular incident, an HTI Community Member may receive a verbal or written warning or suspension.

- A warning may come in a verbal or written form.
 - A verbal warning can be issued by the Director or Stage Manager of a Production Team or an HTI Board Member. Notice of this warning must be communicated to the HTI Board of Directors within 48 hours of being given.
 - After a verbal warning, if another incident occurs with the same Community Member within a production, a written warning should be documented by the Director or Stage Manager of the Production Team and sent to the HTI Board of Directors for record-keeping.
- A suspension will come in a written form and be documented and recorded with the HTI Board of Directors.
 - Upon receiving a suspension, the Community Member is prohibited from participating in HTI events for either a specified or indefinite period of time, as determined by the Board of Directors.
 - The suspension will be documented and stored with the HTI Board of Directors and shared with others on a need-to-know basis (e.g., Production Team Members when casting a show).
- HTI must put the needs, interests, and well-being of the whole community first. As such, reintroductions will be handled on a case-by-case basis.
 - Should a community Member who has been suspended wish to re-enter the HTI community, they may put forward a request to info@hamiltontheatre.com, to be voted on by the Board of Directors.
 - Should HTI support the reintroduction of the Member, a plan shall be developed between HTI and the Member to support the goal of a successful reintroduction while holding both HTI and the Member accountable to agreed-upon standards.
 - HTI reserves the right to deny any request for reintroduction.

Social Media and Electronic Communication

HTI expects all Members, Directors, Volunteers, and Participants to exercise caution in email and other electronic forms of communication (e.g., Facebook, Instagram, YouTube, TikTok, etc.) when posting pictures, videos, and information on social media platforms. Comments and behaviour on these platforms become part of the public record, so those posting should use sound judgment to ensure personal or professional use of social media does not compromise HTI's reputation, nor their working relationships with Members, Volunteers, or the community at large.

The social media manager, or a designate approved by the Board of Directors, should be the only person posting on any official HTI social media accounts to ensure continuity and discretion. The Board of Directors will approve owners of any official HTI email account(s) and will designate appropriate persons to post content to the official HTI website to ensure consistency with organizational values, continuity in communication style, and overall professionalism. Complaints and concerns about online content or media should be referred to the Board of Directors.

Certain online activity, including posting or sharing of recordings of HTI productions taken for archival purposes, may violate the terms of HTI's contracts with the show's rights holders and should be avoided thusly. If production Participants, including Cast Members, Crew Members, Production Teams, or Patrons have questions about what constitutes a violation of the contract, please contact a Member of the Board of Directors to ensure the post or action is compliant. Any actions taken in deliberate violation of this requirement will be considered a violation of the Code and may result in disciplinary action.

Participants in HTI productions or events will be asked to confirm consent for media release upon purchase of their membership, to confirm whether they consent to their image being shared on HTI's public social media accounts or website. Non-Members who may appear in HTI-created media will be asked to sign the [Media Consent and Release form in Appendix D](#). This **does not** include the sharing of a Participant's image or likeness on the personal social media accounts of other Members or Participants. Sharing a photo or other media of a Participant at an HTI event on a personal social media account, regardless of whether that individual has signed a media release, does not, on its own, constitute a violation of the Code of Conduct. However, refusal to remove the photo after the individual has explicitly requested its removal **would** be considered a violation.

While HTI is not responsible for the actions of individual Participants or the content they post on their personal accounts, if the HTI Board of Directors finds that an individual's social media post or comments are in violation of the values and expectations outlined in the Code of Conduct, disciplinary action may be taken.

Inappropriate Behaviours

The following behaviours are considered to be violations of the Code of Conduct, will be responded to with proportionate disciplinary action, and may result in being removed from a production, event, or the physical premises, as appropriate:

- Making inappropriate or disrespectful comments, including unwarranted profanity, slurs, bullying or harassment, discrimination, sexual harassment, and/or offensive language. This may also include:
 - Unwanted sexual attention or inappropriate touching
 - Jokes or comments made to make others feel uncomfortable
 - Sharing pornographic or sexually explicit images
 - Spreading malicious gossip, rumours, or innuendos
 - Making threats
 - Other unwelcome verbal, written, visual, or physical communications or conduct
- Actions that discriminate against people based on the following protected grounds: Age, Ancestry, Colour, Race, Citizenship, Ethnic origin, Place of origin, Creed, Disability, Family status, Marital status (including Single status), Gender identity, Gender expression, Sex (including pregnancy and breastfeeding), and/or Sexual orientation.
- Inappropriate and unwelcome physical contact, bullying, disruptive or threatening conduct, violent conduct or assault, and/or sexual assault or violence.
- Alcohol and/or substance use that negatively impacts rehearsals, performances, or other HTI events or membership. This can include abandoning Volunteer or Performer duties during a performance or event to engage in drinking, smoking, or other substance use, or compromising one's ability to perform their required duties due to overindulgence in drinking, smoking, or other substance use.
- Chronically arriving late or unprepared to rehearsals, performances, or required meetings without notice or appropriate communication.
- Misuse of HTI property, including physical property, and tarnishing the image or reputation of HTI.
- Violation of HTI policies and/or engaging in illegal behaviour while on the property or involved in an HTI event.

Expectations for Productions at HTI

Community Members who are participating in a production at HTI are expected to adhere to and fulfill the following expectations to ensure accountability to the other Members of the production. This includes Performers, Directors, Music Directors, Choreographers, Producers, Stage Managers, Set Designers, Lighting or Sound Designers, Technical Operators, and any other Members of the Production Team, Cast, or Crew.

- Procure a membership to be covered by HTI's insurance. As part of purchasing or otherwise procuring a membership, the purchaser is confirming that they have reviewed and are committed to adhering to the HTI Code of Conduct, and any other relevant HTI policies before starting work on a production.
- Come to rehearsals, performances, and required meetings on time and prepared. Participants in HTI productions should understand that they are expected to attend any rehearsals, performances, or other required meetings for the full duration, unless explicitly instructed otherwise. Any absences or requests for accommodation should be communicated to Production Teams as soon as possible to ensure respect for everyone's time and efforts on the production.
- Demonstrate respect and care for everyone by:
 - Respecting others' physical and emotional boundaries (see the Intimacy and Physical Touch on Stage Guideline).
 - Respecting others' identities and backgrounds, including pronouns and names.
 - Not assuming or making judgments on anyone's gender identity, sexual preference, survivor status, health status, economic status, religion, background, beliefs, opinions, experiences, etc.
 - Respecting others' right to privacy, including not pushing anyone to answer questions they don't want to answer and not sharing anyone's personal stories without their express consent.
 - Being aware that your actions and words may have unintended effects on other people and that their feelings are valid, regardless of your intentions.
 - Avoiding raising your voice, interrupting, or talking over anyone else. HTI recognizes that all members of the community have valuable perspectives and encourages all voices to be heard and perspectives considered.
- Assume positive intent. If someone does or says something that crosses a boundary, gently let them know, but do not assume they intended harm. Remember, we are all learning. If these behaviours do not change or cease, reach out to a Member of the Production Team or a Board Member.
- Take care of your own safety. If you need to step out, feel free to do so. If you feel unsafe, let a Member of the Production Team or a Board Member know (see the Accountability section).
- Remember that you are still a guest in the HTI space. No changes should be made to the space at HTI without the express permission of the Board of Directors. This includes, but is not limited to, changes to the stage itself, lighting and sound equipment, risers, walls and flooring, and band loft. Access to a building key or alarm code should not be interpreted as permission to attend the HTI space outside of scheduled times or for purposes approved by the Board of Directors.

Protection of Minors and Vulnerable Persons

HTI is committed to ensuring the safety of minors and vulnerable persons participating in our productions and other events, or who are attending a performance in our space. The primary guardian or accompanying adult of any minors or vulnerable persons are responsible for the person in their care while at HTI, and minors or other vulnerable persons should not be left unattended outside of any extenuating circumstances. Minors include all persons under the age of 18. Per the Government of Canada, vulnerable persons includes “a person who, because of his or her age, a disability or other circumstances, whether temporary or permanent, is in a position of dependency on others; or is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.”

If a minor or vulnerable person is participating in an HTI production, they may be under the care of the stage manager or other designated Production Team Member for the duration of the rehearsal or production. In these cases, the Participant must:

- Have a primary guardian and any other guardianship details identified and communicated to the Production Team.
- Have written consent from their primary guardian to participate in the production.
- Have reliable transportation to and from all rehearsals and performances and a clearly communicated transportation plan from the primary guardian, including and any changes to this plan and who is and is not approved to pick up the Cast Member from rehearsals.
- Have given consent **and** have their primary guardian's consent to participate in onstage intimacy or stage fighting of **any kind**.
- Be accompanied by at least one Member of the Production Team until their primary guardian or other approved transportation has arrived.
- Ensure their guardian is made aware of any intense emotional responses at rehearsal or during a performance (e.g., crying, shouting, shutting down) or if any disciplinary action is required/taken by the Production Team.
- Have any verbal or written warnings given by the Production Team communicated directly to the primary guardian.
- Be informed by the Production Team that their primary guardian is permitted to attend any rehearsal – though their guardian will, respectfully, be asked to avoid participating in the rehearsal if they are not themselves in the Cast or on the Production Team – and is **required** to attend any rehearsal where intimacy or stage fighting **of any kind** is being choreographed or blocked.

Intimacy and Physical Touch On Stage

All Members of HTI's in-house productions are required to abide by HTI's Intimacy and Physical Touch Guideline, which is to be shared with Production Team Members, Performers, and Volunteer Crew Members upon joining the production.

Expectations for Patrons of HTI

Patrons have the right to expect an environment where:

- Patrons are treated in a consistent, professional, and courteous manner by HTI Members, Production Teams, and any individual affiliated with HTI productions or events.
- Patrons can enjoy every performance/event free from disruptive Patron behavior.
- Patrons may consume alcoholic beverages in a responsible manner, and intervention with impaired or intoxicated Patrons is handled in a prompt and safe manner.
- Patrons who attempt to enter the performance areas, stage or backstage areas, or otherwise unauthorized areas (e.g., changing areas, the green room, the kitchen, the lighting booth, the costume room) without permission may be asked to leave the performance.
- Patrons are empowered to report any inappropriate behavior to a Volunteer, Production Team Member, or Board Member.
- HTI Production Team Members use their best discretion to ensure that there is no interference with Patrons' ability to enjoy an event.

Disorderly Conduct

All Patrons must maintain reasonable and appropriate behavior at all times. Patrons who engage in disorderly conduct may be ejected from the venue by a Board Member, Member of the Production Team, Box Office or Concessions Manager, or Front of House Volunteer. Ejected Patrons will not receive a refund for their tickets or be compensated in any way for their loss. Disorderly conduct may include, but is not limited to, the following:

- Intentionally blocking the view of other Patrons by standing on chairs and dancing on seats or in the aisles, unless advertised and encouraged as part of the performance.
- Drunk and disorderly conduct.
- Instigating or engaging in fighting at any time while on the HTI premises.
- Interference with or delay of the event.
- Violation of theatre policies and/or guidelines.
- Smoking, vaping, or igniting and displaying flames (i.e., lighters/matches) inside the building.
- Attempting to enter the performance areas, stage or backstage areas, or otherwise unauthorized areas (as outlined in [Appendix C](#)) without explicit permission and oversight from a Member of the Board of Directors or other approved delegate.

- Throwing, discharging, or launching any objects or liquids at other Patrons or Performers unless advertised and encouraged as part of the performance.
- Willfully and maliciously disturbing another Patron or Performer with loud and unreasonable noise, including singing along to performance numbers, unless explicitly advertised and encouraged by the production.
- Using discriminatory or offensive language, or directing profanities at Performers or other Patrons.
- Taunting, heckling, screaming, whistling, or using offensive language toward Performers or production Members or Volunteers.
- Receiving or making phone calls, texting, or emailing during the performance.
- Photographing, videotaping, or otherwise recording the performance, unless advertised and encouraged as part of the performance.
- Displaying any conduct that reasonably could be construed as interfering with or interrupting another's right to enjoy the performance.

Appendix A: Acknowledgment of Code of Conduct (Members)

The following acknowledgement must be confirmed to purchase or receive a membership with HTI.

I acknowledge that I have received, read, and understood the Hamilton Theatre Inc. (HTI) Code of Conduct and applicable appendices (Appendices A and C). I understand that it is my responsibility to comply with the principles, policies, and procedures outlined in this document, as well as any applicable laws and regulations.

I agree to conduct myself in a manner that reflects the values and standards of HTI and to seek guidance when I am unsure how to apply this Code in a given situation.

I understand that failure to adhere to this Code may result in disciplinary action, up to and including removal from any HTI production, event, or property.

By joining HTI's membership, I confirm that:

- I have read and understood the Code of Conduct.
- I agree to comply with its terms.
- I will report any suspected violations in accordance with the reporting procedures outlined.

Appendix B: Acknowledgment of Code of Conduct (Non-Members/Patrons)

The following acknowledgement must be confirmed to purchase a ticket to any performance of an HTI production, to purchase season passes, or when booking a rental hosted on HTI property.

I acknowledge that I have had the opportunity to review the Hamilton Theatre Inc. (HTI) Code of Conduct and applicable appendices (Appendices B and C). I understand that it is my responsibility to comply with the principles, policies, and procedures outlined in this document, as well as any applicable laws and regulations, while engaging with any HTI event, production, or while on the HTI premises.

I agree to conduct myself in a manner that reflects the values and standards of HTI and to seek guidance when I am unsure how to apply this Code in a given situation.

I understand that failure to adhere to this Code may result in disciplinary action, up to and including removal from any HTI production, event, or property.

I understand that by entering the HTI premises or attending an HTI event, I am implicitly agreeing to the terms of the HTI Code of Conduct.

Appendix C: Building Access Control

The following acknowledgement must be confirmed to purchase a ticket to any performance of an HTI production, to purchase season passes, or when booking a rental hosted on HTI property.

To ensure the safety of all Members and Patrons of Hamilton Theatre Inc. (HTI), certain areas of the physical property at HTI are reserved for Members only, and Non-Members may only use those areas under specific circumstances, as outlined in this document.

Areas Available for Use by Non-Members

The following areas are available for use by Non-Members during operating hours of the theatre:

- The studio theatre, not including on-stage or backstage areas or behind the sound board
- The accessible washroom (accessed in the studio theatre)
- The ungendered washrooms (in the basement)
- The lobby

Any areas on the Members-Only list below may only be accessed by a Non-Member if they are given express permission and are overseen by a current Member of the theatre, and at least two (2) Members of the HTI Board of Directors have been made aware of this exception prior to inviting a Non-Member into that space.

Members-Only Areas

The following areas of the theatre should only be accessed by current, paid Members of HTI, as appropriate:

- The kitchen and concessions area
- The green room (upstairs)
- The workshop (downstairs)
- On-stage and backstage areas, including the band loft

Members who see a Non-Member in a Members-Only area without the supervision of another Member should immediately report the incident to a Member of the HTI Board of Directors. Members are not to invite Non-Members into Members-Only spaces without the express permission of a Member of the Board of Directors.

Authorized Personnel Only

The remaining areas of the theatre are to be accessed **only** by designated Members of the theatre to ensure the confidentiality of sensitive materials and/or valuable equipment or belongings. These areas include:

- The box office
- The admin office
- The costume room
- The lighting booth
- The sound board
- The ceiling/lighting catwalk
- The prop shed

These areas are for designated use by current Members of the Board of Directors, specified Members of a Production Team (e.g., the Hamilton Muses and Costume Team), or designated Volunteers (e.g., Box Office Manager, Treasurer, Archivist, Heads of Lighting and Sound, etc.). Any other Members or Non-Members may only use these spaces with express permission from a Member of the HTI Board of Directors. If a Board Member is bringing a Non-Member into any restricted areas, they must communicate this to at least one other Board Member.

Appendix D: HTI Media Consent and Release Form (Non-Members)

I, _____, hereby

(name of the Consenter)

- ☐ **consent** to having images, videos, audio recordings, and any other forms of digital recording or media of myself used by HTI for promotional and commercial purposes.
- ☐ **do not consent** to having images, videos, audio recordings, and other digital recordings of myself used by HTI for promotional and commercial purposes.

I understand that I have the right to revoke my consent for the use of specific media, and that it is my responsibility to communicate the revocation of my consent to the HTI Board of Directors via email to info@hamiltontheatre.ca.

I understand that no compensation will be paid for the use of my image and likeness on the HTI social media accounts or website, in print materials, or for any other promotional purposes.

Consenter's Signature: _____

Date: _____

Print Name: _____