



BROLLY CODE OF CONDUCT

Code of Conduct

BROLLY PRODUCTIONS CIC

Last updated	17 th March 2020
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Code of Conduct

This Code of Conduct is designed to clarify BROLLY PRODUCTIONS' expectations on how members, performers, production staff and all associates should conduct themselves whilst involved in the activities of the Company. By following this Code of Conduct, your reputation, and the reputation of the BROLLY PRODUCTIONS will be upheld and protected.

All involved in BROLLY PRODUCTIONS activities are expected to:

- Treat everyone with respect
- Be fair, discrete, considerate and honest in all dealings with others;
- Refrain from any behaviour which will bring the BROLLY PRODUCTIONS into disrepute;
- Display control, respect and professionalism in all activities;
- Be courteous in dealings with others;
- Control their temper
- Refrain from any violent behaviour.

BROLLY PRODUCTIONS will not tolerate discrimination, bullying, verbal or physical abuse, racial or sexual harassment against any member of our company, as a zero-violence policy is in place.

The Role of the Artistic Directors

The ARTISTIC DIRECTORS have responsibility for the overall practical and creative interpretation of the performance. The ARTISTIC DIRECTORS have the right to



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select performers and crew and also has the right of dismissal where this Code of Conduct is disregarded. The ARTISTIC DIRECTORS are involved at all stages of the process, from the design and pre-production stages and rehearsal, right through to the final performance.

The ARTISTIC DIRECTORS have ultimate responsibility for the performance. They may be assisted in their role by Associate Directors, a Producer or Production Team, a Production Manager and/or a Stage Manager.

The ARTISTIC DIRECTORS work closely with their creative and production teams, the performers and the producer to create a performance which connects with the audience. They therefore need to be able to coordinate effectively across a wide range of disciplines and with artistic vision.

The ARTISTIC DIRECTORS should:

- Treat members of their cast with respect
- Be reasonable in their demands on time, energy and enthusiasm of performers and crew.
- Teach their cast the principles of theatre etiquette and stage craft and encourage gratification through achievement.

The Role of the Performers and Crew

All performers (and where appropriate Crew) should:

- Commit themselves to the production and all rehearsals.
- Learn lines as quickly as possible.
- Co-operate with the production team. Accept the ARTISTIC DIRECTORS advice in the spirit it is given for he/she is ultimately responsible for the performance and sees the production as a whole.
- Be aware that the ARTISTIC DIRECTORS, Stage Manager and Production Manager are the only persons who should direct actors. Performers should not direct other actors in the production.
- Be respectful of the theatre. Please help keep the theatre's appearance clean and professional. Pick up and clean up after yourself.
- Be responsible and take care of all props and set items (remember that some are borrowed and are not replaceable.)
- Not move anyone's prop without their knowledge and consent.



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- Take responsibility for storing personal items, including costumes and props in appropriate places.
- Be on time for all rehearsals and performances. In production, all performers, technical and Front of House staff should be at the theatre at least one hour before the show. Doors open for the audience 30 minutes before the start of the show.

This Code is designed to provide for a safe and enjoyable environment for all.

Health and Safety

- Everyone has the right to participate in an environment that is physically and emotionally safe.
- Members, performers, production staff and volunteers must take responsibility for their own Health and safety, ensuring that their actions do not risk the health and safety of themselves or others.
- All hazards, accidents or injuries should be reported to the ARTISTIC DIRECTORS or Production Manager.
- Please see BROLLY PRODUCTIONS Health & Safety Policy for more information.

Alcohol and Drug consumption

- All activities on the production site must be lawful. This particularly applies to the consumption of prohibited and illegal drugs.
- Alcohol can only be consumed by people of legal drinking age and should not be consumed by performers and crew until after the show.

Grievances

- If anyone has a grievance or feels that they have been unfairly treated they are encouraged to raise this issue with ARTISTIC DIRECTORS or the Production Manager in the first instance or in the context of a company meeting

Breach of the Code of Conduct

- Blatant disregard of any of this Code of Conduct may jeopardize your ability to work with BROLLY PRODUCTIONS

END OF POLICY