



Code of Conduct

Ankeny Community Theatre is a nonprofit, community-based volunteer organization dedicated to providing live entertainment to the community. In addition, ACT provides a venue for those seeking both onstage and offstage opportunities. Participation in the organization's functions is a privilege and subject to the observance of the organization's rules and procedures.

Following are guiding principles for conduct expected from all ACT participants. While we cannot address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide us in our daily conduct.

ACT is committed to maintaining an inclusive environment where everyone feels welcome and safe regardless of their age, race or ethnicity, gender identity or expression, sexual orientation, physical or mental ability, or other characteristics that make our participants and patrons unique. We expect all our participants and patrons to conduct themselves in ways that support this commitment, and to treat everyone with respect.

Do the Right Thing

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with the Ankeny Community Theatre guiding principles and Code of Conduct?
- Would I feel comfortable saying or doing this in front of any individual regardless of age, gender, sexual orientation, race or ethnicity?
- How would it look if it made the headlines?
- Could my actions cause harm either physically or emotionally to someone else?
- Could my actions harm the production I'm involved in or Ankeny Community Theatre's reputation?
- Could my actions cause a financial risk and/or legal risk to Ankeny Community Theatre?
- Is this the right thing to do?

The activities outlined below are ***strictly prohibited***.

- Actual or threatened violence, bullying, or harassment (verbal, physical or online/digital) of any patron or other participant connected to Ankeny Community Theatre.
- Sexual or gender-based harassment of any kind. This includes unwelcome advances, verbal or nonverbal conduct, and non-consensual touching.
- The use of abusive or offensive language toward or in the proximity of any patron or other participant connected to Ankeny Community Theatre. This includes language, references and jokes that are sexual or racial in nature.
- Possession of dangerous, unauthorized, or illegal materials such as explosives, firearms, weapons, drugs, or other similar items on Ankeny Community Theatre's property.
- Conduct endangering the life, safety, health, or well-being of any patron or other participant connected to Ankeny Community Theatre. This may include interaction beyond the theater property, and will be handled at the discretion of the director or Board.
- Any conduct on or beyond the Ankeny Community Theatre property that could damage one's ability to fulfill one's obligation to the theater. This includes coming to theater functions under the influence of alcohol or drugs.

- Failure to follow any policy, procedure or expectation as set by the Ankeny Community Theatre Board of Directors and/or the director of the show you are participating in. This includes behaving with disrespect toward production leaders or failing to meet commitments.

Any participant who violates this code is subject to discipline, up to and including removal from an existing production they are participating in and/or probation or barring from future involvement related to Ankeny Community Theatre.

Each of us is responsible for knowing and adhering to the values and standards set forth in this code and for raising questions if we are uncertain about the expectations at Ankeny Community Theatre. If you are concerned whether the standards are being met or are aware of violations of the code, please contact one or all of the names listed on the information sheet provided to you.

All participants in each production must sign and date this form before starting work on the production. (Includes actors, directors, assistant directors, stage managers, technical operators, stagehands, and any other members of the production team.)

I have read and I understand the Ankeny Community Theatre Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a contributor from the show I am participating in, and that, at the discretion of the show director and/or Board, I could be subject to probation and/or barring from future involvement related to Ankeny Community Theatre if I violate any of these rules.

Printed Full Name: _____

Signature: _____ Date: _____

Parent/Guardian Signature (if participant under 18): _____ Date: _____

Director or Board Member Signature: _____ Date: _____