

Shakespeare All Year Theatre Society Policies

Updated July 2026

A: Code of Conduct

Shakespeare All Year Theatre Society aims to create a welcoming and respectful workspace. We expect all artists to contribute to the overall well-being of those around them. To preserve integrity and respect in our rehearsal spaces, all artists must strive to be:

- Sensitive to and respectful of social, cultural, and physical differences;
- Professional and reliable when carrying out responsibilities;
- Truthful and accurate in what we say and write;
- Cooperative and constructive in all work undertaken;
- Fair and considerate in our treatment of fellow artists, guests, audience members, and others;
- Law-abiding in all our activities;
- Economical and respectful when using our environment and the resources provided to us; and
- Dedicated to the vision of the production.

B: Bullying and Harassment Policy

We recognize our responsibility to provide an environment that is free of bullying, discrimination, and harassment, and supportive of the dignity, self-esteem, and fair treatment of everyone taking part in its activities. We will not tolerate bullying, discrimination, or harassment in our workspace.

Some examples of bullying and harassment include, but are not limited to:

- Unwelcome remarks, jokes, innuendos, or taunting about a person;
- Unwanted touching or inappropriate physical contact such as touching, kissing, patting, or hugging;
- Unwelcome inquiries or comments about a person's sexual orientation or sexual activities;
- Leering, whistling, or other suggestive or insulting sounds;
- Inappropriate comments about someone's age, physical appearance or characteristics, clothing, ability, or activities; and
- Posting or displaying materials, articles, graffiti, etc. which are demeaning and/or offensive.

If you feel that you have been treated inappropriately, please report this to a member of the production team. We are committed to dealing seriously with any allegations, and every effort will be made to work with the people involved to find a fair and timely resolution. All interactions related to this policy will be kept strictly confidential, short of the requirements of the policy and necessary follow-through.

Properly discharged responsibilities relating to the requirements of the theatre workspace, including performances, do not constitute harassment. Performance feedback, constructive criticism, and the quest for high standards—provided that such standards are not arbitrary and are applied in a non-discriminatory manner—are not contrary to this policy. This policy is not meant to interfere with mutually acceptable social interactions that are an important part of a comfortable working environment.

C: Health, Illness, and Safety

It is our responsibility to take care of our own health and the health of those around us. If, during the course of rehearsals, you are feeling unwell or experiencing symptoms of illness, please let a member of the production team (director, stage manager, or producer) know immediately. Please consider the transmission of infection and make appropriate decisions as they relate to the course of the production and your own health. Alternate arrangements to attend rehearsals (such as video chat) can be arranged if appropriate.

If you are recovering from illness and need to work closely with other artists, please consider wearing a mask in an effort to avoid spreading your illness to others. During the performance period, any illness in the company will be communicated by the production team and handled on a case-by-case basis. We are committed to reducing factors that may lead to the jeopardized health of anyone on our team. Artists who are unwell during the performance period may be asked to stay home until they have recovered. If an actor needs to miss a rehearsal or performance due to health, they must inform the director(s) and stage manager(s) via email at least four hours ahead of call time.

Due to the nature of theatre work, hazards such as cords, speakers, and other equipment are often present in the lead-up to a show. During technical rehearsals, a technical safety officer will be engaged to ensure the process is as safe as possible. Actors will receive information about what areas they should and should not be accessing during this period.

Resources

For more information on Equity, Diversity, and Inclusion as it relates to our industry, please follow the link below. We are committed to creating a safe work environment for all who enter, both physically and emotionally.

<https://www.pact.ca/resources/edi-library>