



## Code of Conduct

Every employee's cooperation in observing reasonable and proper standards of conduct is expected and will be appreciated.

Specific policies have been designed for the protection of all employees. Conduct on the job should be governed by good judgment, consideration of others, and respect for the safety and efficiency of the organization.

Violations of the following are considered to be of a very serious nature and based upon the circumstances, may result in termination of employment:

- Misrepresenting, falsifying or omitting facts on documents, payroll records or reports.
- Misrepresenting, falsifying or purposefully omitting facts in verbal discussion with supervisors, co-workers, management, or outsider contact.
- Absence from work without notifying the supervisor or department head.
- Repeated absence or tardiness for non-medical reasons.
- Carelessness or neglect in handling of cash, supplies, materials, property, or equipment.
- Carelessness or neglect in processing reports and other company documentation.
- Theft or fraud of any nature.
- Misuse of equipment or personal use of company equipment without authorization.
- Borrowing money without authorization from petty cash, floats, tills or user drawers.
- Disrespectful treatment or use of abusive language toward anyone.
- Disclosing confidential information to unauthorized individuals.
- Misuse of company software packages.
- Disclosure of database information, group sales lists, etc.
- Intentional misuse of company telephones for personal use.
- Non-adherence to other Drayton Entertainment policies.

This list is not intended to be inclusive. Employees are encouraged to always conduct themselves in a professional manner in all business situations.

In addition to Drayton Entertainment's Code of Conduct above, as a member of the Professional Association of Canadian Theatres (PACT) we are committed to adhering to the Canadian Code of Conduct for the Performing Arts. As such, we are committed to creating safe, inclusive and respectful workplaces where employees, artists, volunteers and youth can thrive, free from all forms of harassment, including sexual harassment, discrimination, bullying and violence. Our commitment under the Canadian Code of Conduct for the Performing Arts includes:

- A work environment that encourages the creative process, provides transparent communication, and promotes mutual respect from everyone involved.
- A workplace free from harassment, discrimination, bullying and violence in all forms.
- When harassment, discrimination or violence take place, empowerment to speak out, report abuses in good faith, expect thorough, timely investigations and appropriate measures and/or consequences.
- Expect those they work with to recognize the personal and physical boundaries of others.
- Never to have to be alone with individuals who make them uncomfortable or who threaten their safety.
- Never be forced to conduct work in non-professional environments in which they may feel uncomfortable or at personal risk, such as but not limited to private hotel rooms, vehicles, or homes.
- Rehearsals and performances involving culturally-specific content will be conducted with advance consultation, care, sensitivity and respect.
- Rehearsals and performances including sensitive material – including intimacy, nudity, violence, or sexual content – will be conducted with the utmost care, advance consent, and respect.
- If required to engage in any form of physical contact – such as but not limited to dancers, actors and choreographers – ensure that the contact is consensual and expect to be able to speak out against any touch to which they do not consent.

For more information on the Canadian Code of Conduct for the Performing Arts, please visit [www.respectfulartsworkplaces.ca](http://www.respectfulartsworkplaces.ca).