



CODE OF CONDUCT

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| Policy Number | ECT-POL-01 | Version | 1.0 |
| Drafted by | Dan Gillgren | Approved on | 09/11/2025 |
| Responsible person | ECT President | Scheduled review | 09/11/2027 |

1. Objective

- a. To assist East Coast Theatre (hereinafter referred to as 'ECT'), maintain a safe, enjoyable and ethical environment, which upholds ECT's Mission, Vision and Values.

2. Application of the Code of Conduct

- a. This Code of Conduct (hereinafter referred to as 'The Code') applies to all members, performers, production staff and volunteers (hereinafter collectively referred to as 'ECT's People' whilst involved in the activities of ECT.
- b. A copy of The Code is available through ECT's website. A hardcopy can also be provided upon request. Any queries relating to The Code should be referred to ECT's Secretary in the first instance.
- c. The Code may be reviewed & amended from time to time. ECT will distribute updated copies upon request, and changes to The Code will be expected to be adhered to.

3. Our Mission, Vision and Values

- a. All ECT's people are expected to behave in ways that are aligned with our mission and values.



b. Mission

- i. To provide opportunities to engage in live performance through a broad range of theatrical experiences for all ages.

c. Vision

- i. To become a theatrical powerhouse, where our outstanding, diverse productions drive the broader community to further engage with ECT. For the future sustainability of ECT, we plan to continue improvement of our facilities, equipment and our theatrical output, whilst increasing our audience and member engagement.

d. Values

- i. Our core values underpin all that we do. They are:
 - 1. Inclusivity – we strive to create a welcoming environment where kindness and respect are expected and everyone's contributions are valued;
 - 2. Creativity – we work hard and aim for excellence while ensuring we have fun in the process;
 - 3. Endurance – keeping an eye to the future, so that ECT is vibrant and continues to thrive;
 - 4. Enrichment – to build the knowledge and skills of those involved with ECT, and in the process advance theatre in the region.
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4. Policy

- a. The Code sets out the expected standard of behaviour of all ECT's People.
 - b. The Code and the behaviours outlined within it are fundamental towards building healthy, positive, and respectful relationships within our community. The Code also governs the way in which all ECT's People are expected to relate to one another, external professionals, clients, visitors, and all stakeholders.
 - c. The Code is not designed to be exhaustive and ECT's People are expected to uphold both the letter and the spirit of The Code.
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5. Standards of behaviour

Performance of duties

- a. During their involvement in any BTC activity, including during any production, BTC's People will:
 - i. participate wholeheartedly in their role in the activity;
 - ii. work equally for themselves and the activity;
 - iii. abide by the Principles of Theatre Etiquette, the Rehearsal Rules & Guidelines and the Backstage Performance Etiquette (refer to Appendix A attached);
 - iv. abide by the Policies and practices of ECT as they apply;
 - v. cooperate with all members of the production team and fellow cast members;
 - vi. use all reasonable endeavours to promote the interests of ECT;
 - vii. treat all members of the production team and fellow cast members, visitors and other members of the public with courtesy and respect at all times;
 - viii. treat everyone with respect;
 - ix. comply with all laws and regulations.
- b. In addition to the above, all members of the production team will:
 - i. understand the responsibility they hold for the cast and production team;
 - ii. be reasonable in their demands on team member's time, energy, and enthusiasm;
 - iii. encourage performers to learn and abide by the Principles of Theatre Etiquette, the Rehearsal Rules & Guidelines and the Backstage Performance Etiquette (refer to Appendix A attached);
 - iv. encourage the cast to find fulfilment through mutual achievement;
 - v. provide all relevant assistance to staff where required.

Dress

- c. BTC's People are required to dress appropriately for the duty in which they perform whilst engaging in a ECT activity.



- d. Personal presentation should be neat and respectful of others. Good personal hygiene is expected to ensure a comfortable environment for everyone;

Discrimination, harassment and bullying

- e. Definitions:

- i. Discrimination is any behaviour or practice which reflects an assumption of superiority of one person or group over another person or group, or disadvantages people on the basis of their real or perceived membership of a particular group and includes such behaviour as less favourable treatment, unfair exclusion and the asking of discriminatory questions.
 - ii. Harassment is any unwanted, unwelcome, or uninvited behaviour (including that of a sexual nature) which makes a person feel humiliated, intimidated, or offended.
 - iii. Bullying is behaviour that intimidates, offends, degrades, insults, or humiliates another person. Bullying can be physical, verbal, sexual, exclusionary, discriminatory, or visual. It can happen in person or online (cyber bullying).
- f. ECT's People must not discriminate against, sexually harass, or harass or bully anyone, and are expected to encourage a culture that is free from such treatment.
- g. ECT's People who witness any type of inappropriate behaviour during any ECT activity, are obliged to report it immediately to any member of the Committee. ECT's People are also encouraged to speak to ECT's President or Secretary if they have any questions or concerns about bullying, harassment or discrimination at ECT.

Alcohol and drugs

- h. Definition:

- i. A ECT Person is taken to be intoxicated if their faculties are, by reason of the individual being under the influence of intoxicating liquor or a drug (except a drug administered by, or taken in accordance with the directions of, a person lawfully authorised to



administer the drug), so impaired that the individual is unfit to be entrusted with their usual duties or with any duty that the individual may be called upon to perform.

- i. Illegal or prohibited drugs are not to be consumed by ECT's People prior to or whilst engaging in any ECT activity.
- j. In the case of activities involving minors, no alcohol is to be consumed by ECT's People
- k. ECT's People must not be intoxicated whilst involved in any ECT activity.
- l. If any ECT Person requires medication that affects their ability to perform their duties, a medical certificate should be produced from a duly qualified medical practitioner explaining their capacity or incapacity to perform their duties.
- m. Any person deemed to be intoxicated will be prevented from partaking in any ECT activity.

Use of resources

- n. ECT's People must not destroy or take for personal use any items belonging to ECT (including props, costumes and tools) without prior written approval from the President.
- o. ECT's People must only use ECT's resources effectively, economically and carefully for the benefit of ECT.

6. Breach of the Code of Conduct

- a. Any breach of this Code of Conduct will be taken seriously and may lead to disciplinary action being taken.
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7. Grievances

- a. If anyone has a grievance, or feels that they have been unfairly treated, they are encouraged to raise this issue with any member of ECT's Committee or the President for immediate and confidential assistance. The Committee is committed to uphold both the letter and spirit of this Code and the mediation and resolution of any grievance in a quick and



efficient manner.

8. Review

- a. This Code of Conduct will be reviewed every two years following the Annual General Meeting of ECT (or from time to time as legislation is amended), to ensure any relevant new legislation, regulations or good practice are taken into consideration.
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9. Authorization

Danny Gillgren
Name of President

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Signature of President

Approved by the Committee this 9th day of November 2025
East Coast Theatre



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|----------------|---------------|---------------|------------|
| 1.0 | 09/11/2025 | ECT Committee | |
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Appendix A

1. Principles of Theatre Etiquette

- a. Punctuality - 'On time' means you are warmed-up and ready to go at the designated time. If you are going to be late or absent, let the Director/Stage Manager know at your earliest convenience.
- b. 'Down-time' During Rehearsals - When you are not actively involved during part of rehearsal, either:
 - i. sit silently and observe the rehearsal process, taking notes (as necessary) of direction being given to others, or
 - ii. silently look over your lines, or
 - iii. quietly do other production-related activities as directed.

Loud conversation/laughing or noisy activities are not acceptable.

- c. Mobile phones
 - i. When you are at rehearsals:
 - 1. turn your phone to silent;
 - 2. never bring your phone on stage with you (leave it in your bag or jacket).
 - ii. When you are in a show:
 - 1. turn your phone off whilst backstage (it can distract you and your fellow actors when you should be focusing;
 - 2. if your phone has a camera, be aware of privacy issues regarding photography in the dressing room.

If you absolutely need to have your phone available backstage (e.g. childcare, emergencies, etc.) discuss this with the Stage Manager in the first instance.

- d. Receiving Director's Notes
 - i. Be quiet and listen carefully to the Director when notes are being given.



- ii. Understand that these notes are fixes for elements of the show, not a personal attack.
 - iii. Always be open and gracious to the notes you are being given, even if you disagree.
 - iv. If you disagree with or don't fully understand a note you are being given, ask the Director if you may speak with them later to discuss further.
- e. Giving Director's Notes
- i. Never give notes/ direction to another actor – this is not your role.
 - ii. Never allow yourself to receive notes/ direction from another actor. Instead, suggest that they speak with the Director or Stage Manager in the first instance.
- f. Be Quiet
- i. Keep all unnecessary noise and distraction to an absolute minimum during rehearsals and when you are backstage. Avoid all talking/ whispering/ laughing whilst others are working.
 - ii. Respect that some actors must intensely focus on their lines and character during rehearsal and performance and do not need to be distracted.
- This applies, not only to actors, but to all members of the production team and visitors to the venue.
- g. Technical Rehearsals
- i. Respect that this can be a long and tedious process, but an integral and important part of the production, so be patient.
 - ii. This is the only time the technical & backstage crews get to rehearse their involvement in the production, with you there. Therefore, don't disrupt their rehearsal and always stay close to the stage, being ready to go on stage when requested.
- h. Small or unresponsive audiences
- i. A quiet audience may be enjoying the show as much as the louder one. You have a responsibility to perform to the best of your ability no matter the audience size or behaviour.



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i. Public

- i. When you are out and about town and someone asks you how the show is going, always be positive. You might say, “Show’s going great. You’d better get your tickets early.”

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2. Rehearsal Rules and Guidelines

- a. A positive attitude is everything.
- b. Treat your fellow actors and Creative Team with respect – always.
- c. Don't create problems—create solutions.
- d. Be ready to rehearse on time; get to rehearsals before the start time and warm yourself up.
- e. Listen to your Stage Manager and Assistant Stage Manager. They are giving you direction directly from the Director.
- f. Check your email and/ or Facebook group page every day for important information and updates.
- g. Always bring a pencil and your script to rehearsal and write down the notes the Director gives you, every time.
- h. Pay attention during rehearsal. Know when it is your time on stage. Do not have the Director or Stage Manager have to come and find you.
- i. Be direct-able. That means try the things asked of you, even if you disagree. If you continue to disagree, speak to the Director but only after you've tried it a few times.
- j. No fooling around or talking backstage during rehearsal.
- k. Your creative ideas are always welcome and encouraged—but remember the Director has the final say.
- l. In the changing areas, put your normal clothes neatly in a bag, and store wherever you are directed. Do not leave them in a heap on the floor or on a chair.
- m. Always hang up your costume and place props back in their proper place after rehearsal.
- n. Do not handle other people's props.
- o. Actors and crew are equals. Theatre would not happen without both working together to create art. Show your appreciation for crew members.
- p. Learn your lines by the "scripts down" deadline. Real character development begins after you know your lines.
- q. Do not break character if something goes wrong on stage.
- r. Be willing to help in any way you can to make a successful production. Theatre is a collaborative creation.



3. Backstage Performance Etiquette

- a. No smoking or drinking alcohol backstage or in the dressing room.
- b. Do not leave the premises in costume.
- c. Do not ever go into front of house in costume before a performance.
- d. All actors and crew members must sign-in when they arrive.
- e. Do not drink or eat anything other than water in your costume without covering it.
- f. Do not leave the backstage or dressing room area (including the outside area) during a performance.
- g. Do not go on stage 'cold'. Prior to each entrance prepare by thinking about where you (as your character), have just come from and what you want as you enter each scene.
- h. You are responsible for your own property; it is best to leave all jewellery or valuables at home.
- i. No talking backstage during a performance. Conversation in the dressing room should be a whisper or very quiet. The dressing room door may open at any time.
- j. Please stay away from your mobile phone whilst backstage.
- k. Absolutely no visitors backstage during the performance, after the half-hour call, or immediately after the show. Remember backstage is a private area, and fellow actors may be changing. Strangers can feel like an intrusion to the trusted space you and your fellow actors have created together.