

Code of Behavior at the Guildford Shakespeare Company (GSC)

This behaviour code outlines all individuals engaged in a freelance capacity at the GSC. This includes artists, actors, stage managers, workshop leaders, technical/support staff and volunteers. It includes details of the pathways for reporting inappropriate behaviour in the organisation.

Everyone at the GSC should be treated with dignity and respect.

Racism, discrimination, bullying, harassment, or any form of victimisation will not be tolerated and will be treated as a serious disciplinary offence.

Further details, including how we define bullying, harassment, discrimination, etc, are available in the **GSC's Dignity and Respect at Work policy** which should be read alongside this Code of Expected Behaviour.

We expect everyone at the GSC to:

- Prioritise their colleagues' and visitors' welfare
- Treat all people fairly and without prejudice or discrimination
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others
- Aim to work and communicate with openness, honesty, trust and respect
- Avoid favouritism
- Be patient with others
- Use special caution when discussing sensitive issues with others
- Ensure your contact with all people is appropriate and relevant to the work of the project with which you are involved

Everyone also has a role to play in discouraging inappropriate behaviour by making it clear any such actions are unacceptable and by supporting colleagues who may suffer such treatment.

We encourage everyone at the GSC to:

- Challenge any form of racism, discrimination, prejudice or inappropriate behaviour
- Report any breaches of the behaviour code to the relevant person (reporting pathways below)

An initial conversation in private with the people detailed here at any early stage of concern is better than waiting to make a more formal report or complaint when it is too late. These are the relevant pathways:

Actors: to the Company Manager in the first instance, followed by Co-Founders and Producers for all other work.

Stage Managers: to the Company Manager in the first instance, followed by the Co-Founders and Producers.

Creative teams (directors, designers): to the Creative Learning Producer for education work, and the Co-Founders and Producers for all other work.

Technical and support staff: to the Company Manager, followed by Co-Founders and Producers.

Facilitators: to the Creative Learning Producer, followed by Co-Founders and Producers

Volunteer Stewards: to the Front of House Manager, followed by Co-Founders and Producers

Matters will always be treated confidentially, and appropriate next steps will be discussed with you before any action is taken. Any concerns should you feel uncomfortable in following these pathways, or dissatisfied with the outcomes of any conversations, should be reported to the Senior lead Safeguarding Trustee.

Company Stage Manager: Hannah Walker CSM@guildford-shakespeare-company.co.uk
Creative Learning Producer: Kerrie Driscoll kerrie@guildford-shakespeare-company.co.uk
Co-Founder and Producer: Sarah Gobran sarah@guildford-shakespeare-company.co.uk
Co-Founder and Producer: Matt Pinches Matt@guildford-shakespeare-company.co.uk
Trustee Senior Lead for Safeguarding: To be confirmed.

The UK Theatre 24-hour helpline: 0800 915 4617 www.theatrehelpline.org

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