



Winchester Little Theatre

Volunteer Code of Conduct

Winchester Little Theatre (WLT) is a non-profit community theater dedicated to bringing high quality entertainment to our community through a variety of endeavors in the performing arts. With the exception of two part-time staff members, WLT is an all- volunteer organization. Every volunteer's contributions adds to our ability to continue producing live theatrical performances of professional quality, and each contribution deserves to be recognized with respect and gratitude.

The following rules have been developed to ensure that every WLT volunteer is valued.

- Courteous treatment of staff, volunteers, and visitors is expected at all times. Rude or disrespectful behavior; verbal, sexual, or physical harassment; abusive language; yelling; losing one's temper; mean-spirited sarcasm; and bullying of any kind will not be tolerated.
- Possession or use of alcoholic beverages, except during WLT-sanctioned events, and possession or use of illegal drugs on the WLT property is prohibited. Being under the influence of drugs or alcohol while working or volunteering at WLT is prohibited. Providing alcohol to minors or looking the other way when minors consume alcohol will not be tolerated.
- Bringing dangerous or unauthorized materials such as explosives, firearms, weapons, or similar items onto WLT's property is prohibited, except if being used as props for a production.
- Food and drinks, with the exception of water in closed containers, is prohibited in the house and backstage areas. Keep all food and other drinks in the lobby or on the deck.
- Smoking and vaping inside the WLT building and on the deck is prohibited.
- Any conduct that may endanger the life, safety, or well-being of others is prohibited. Particularly during set builds and strikes, WLT has many areas and activities that carry risk of injury. Volunteers must be aware of potential danger to themselves and to others.
- If sick, please stay home until you are no longer contagious. If you are currently involved in a production, please let your director, stage manager, or production manager know, and they will find a stand-in for you while you recover.

Failure to follow the above rules, or persistent failure to cooperate with staff or production leaders, will result in the offender being required to leave, either for a period of time or permanently, depending on the circumstances. Removal for a period of time may be taken by any member of the board of directors, the production manager, director, or stage manager of the current production. A decision to permanently sever a volunteer's relationship to WLT must be made by the Board of Directors.

Your signature below indicates your agreement to adhere to this Code of Conduct.

Printed Name

Signature

Date

WLT Acknowledgement

WLT Code of Conduct Annual Confirmation

Your signature below indicates that you have reviewed the Code of Conduct which you previously signed and agree to continue to abide by it.

Name	Date	Signature