



Volunteer Code of Conduct

The Douglas Anderson Theatre Boosters are committed to providing a healthy and respectful environment for every volunteer. We have created the following Volunteer Code of Conduct to meet this commitment and provide you with a reference guide for appropriate behavior and processes during your involvement with the DA Theatre Boosters.

To meet this goal, all of us must:

- To the best of our abilities, participate within the organization's framework as outlined in the DA Theatre Handbook.
- To the best of our abilities, conduct our actions in a way that acknowledges our agreement with the DA Theatre's Mission and Education Process as written in the DA Theatre Boosters Handbook.
- Assume positive intent in all interactions/decisions.
- Complete a DCPS Volunteer Application (includes background check)
- Know misconduct when we see it.
- Know what to do when we experience or observe it.
- Create a safe and supportive environment for people to share their concerns and experiences.
- Communicate and maintain effective reporting processes.

What are the expectations?

The activities outlined below are strictly prohibited:

- Actual or threatened intimidation, denigration, violence, bullying, or harassment (verbal, physical, or online/digital) of any volunteer, employee, contractor, or patron.
- Sexual or gender-based harassment of any kind. This includes unwelcome advances, verbal or non-verbal actions, non-consensual physical contact, and intentionally mis-gendering or dead-naming another volunteer, employee, contractor, patron, or guest of the DA Theatre Program.
- The use of abusive or offensive language toward or in the proximity of any volunteer outside of the boundaries of consent related to the production content. This includes language, references, and jokes that are sexual or racist or bigoted in nature.
- Possession of dangerous, unauthorized, or illegal materials such as explosives, firearms or other weapons, illegal drugs, or other similar items on the DA School property or at any Booster sanctioned event.
- Stealing, destroying, or damaging DA Theatre Booster property, or attempting to do so.
- Endangering the life, safety, health, or well-being of any volunteer. This may include interaction beyond the theatre property and will be handled at the discretion of the DA Theatre Boosters President and/or Officers.
- Any conduct on or beyond the Douglas Anderson School of the Arts property that could damage one's ability to fulfill one's obligation to the DA Theatre Boosters. This includes coming to DA Theatre Booster functions under the influence of alcohol or drugs.
- Failure to follow any policy, procedure, or expectation as set by the DA Theatre Boosters Officers. This includes behaving with disrespect toward staff, production leaders, and educators, or failing to meet commitments.

This Volunteer Code of Conduct establishes minimum standards and by no means covers every contingency. We expect our volunteers, patrons, and guests to treat others with respect and in a manner in which others expect to be treated.

How to Report an Incident

The DA Theatre Boosters are committed to providing every volunteer with an effective reporting process to confidentially communicate their concerns, experiences, and observations concerning the DA Theatre Boosters and any violations of the Code of Conduct.

Volunteers must report an incident if they are the victim of misconduct, and volunteers must report an incident if they are a witness to misconduct. Retaliation against anyone who reports a violation of the Code of Conduct will not be tolerated.

Volunteers are expected to communicate and report violations and concerns to the DA Theatre Booster President or any DA Theatre Officer immediately. An email may also be sent to datheatrepreneur@gmail.com if the volunteer is not comfortable reporting incidents to an individual person.

What happens if these expectations are not followed?

The DA Theatre Boosters expects our volunteers to act according to the rules, guidelines, and standards set forth in this Volunteer Code of Conduct. Behavior contrary to these rules, guidelines, and standards will not be tolerated and will be addressed promptly, in confidence, and in accordance with standards of due process.

Any participant who violates this Volunteer Code of Conduct is subject to discipline, up to and including removal from an existing production or activity they are participating in and/or probation or barring from future involvement related to the Douglas Anderson Theatre Boosters.

If a violation constitutes a violation of the law, that violation may also result in referral to legal authorities.

Name (Printed)

Name (Signed)

Date

Thank You for Volunteering with the DA Theatre Boosters!