

STANDARDS OF CONDUCT

Waco Civic Theatre is committed to maintaining a safe workplace. To further its goal, Waco Civic Theatre may issue safety rules and guidelines. You are required to comply with all Waco Civic Theatre's safety rules and guidelines, as well as any applicable federal, state, and local laws regarding workplace safety.

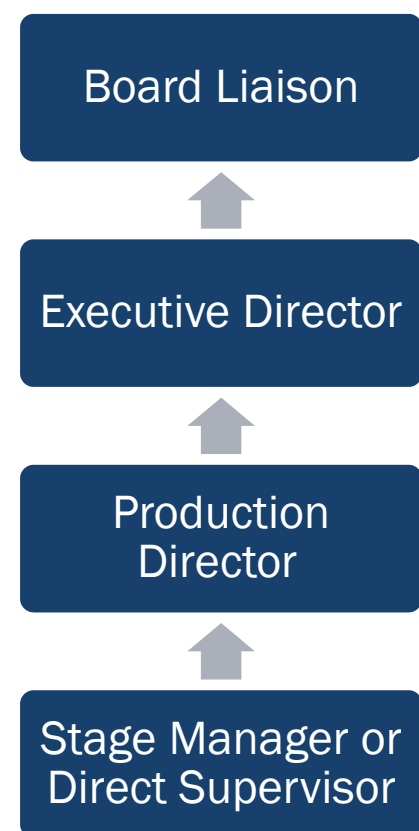
Waco Civic Theatre will not tolerate conduct that may be disruptive, unproductive, unethical, or illegal.

Violation of this Standards of Conduct Policy may lead to corrective or disciplinary action, up to and including discharge, depending on the circumstances of the individual case. The following is a non-exhaustive list of conduct that may violate this policy:

- Falsifying records or engaging in fraud.
- Removing Waco Civic Theatre property from the premises without authorization.
- Stealing or attempting to steal Waco Civic Theatre, employee, or volunteer's property.
- Being habitually tardy or absent.
- Use of racial, abusive, demeaning, or sexually charged language.
- Bullying.
- Any unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.
- Fighting on Waco Civic Theatre property at any time.
- Being under the influence of intoxicating substances on Waco Civic Theatre property at any time.
- Using or abusing Waco Civic Theatre time, property, materials, or equipment without authorization.
- Gambling on Waco Civic Theatre premises at any time.
- Bringing dangerous or unauthorized weapons onto Waco Civic Theatre premises.
- Defacing Waco Civic Theatre property.
- Engaging in criminal activity.
- Violating or abusing Waco Civic Theatre policies.
- Neglecting job duties.
- Bringing the organization into serious disrepute.

Complaint Procedures

1. If you are subjected to any conduct that you believe violates this policy, you must promptly speak to, write, or otherwise contact your supervisor or production director, as soon as possible following the offending conduct. If the conduct is conducted by the supervisor or management, please contact the Board Liaison.
2. If you have not received a satisfactory response within five (5) days after reporting any incident of what you perceive to be discriminatory conduct, please immediately contact the Board Liaison.
3. Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. You may use an official form available from the staff or you may write or email.
4. Waco Civic Theater recognizes that volunteers and employees who have experienced harassment, especially acts of sexual violence, are concerned about the confidentiality and privacy of information relating to an incident.



YOUTH PROTECTION POLICY

Abuse, molestation, and manipulation of minors includes but is not limited to:

- Forced, pressured, or tricked into taking part in any sexual activity
- Physical, emotional, or psychological pressure or persuasion to engage or witness
- Sexual activity of any kind with a minor

Abuse and molestation do not require physical contact. Anyone under the age of eighteen cannot consent to any of the above activity, and consent may not be used as an excuse.

Whenever a minor is present on set there must be at least two adults present over the age of 21 who are parent volunteers or have passed the required background checks and have been approved by the Board of Directors.