

CODE OF CONDUCT

YouthARK Theatre aims to be a platform for young people to get involved with theatre, and voice their opinions on issues that face youth. This theatre company has a strict code of conduct that will apply to each show (as well as some shows having an independent set of rules that will run alongside these). Anyone who disobeys this code, or treats others without respect, will be asked to leave the group.

- No alcohol, drugs or smoking. If these are found, you will be asked to leave immediately
 - Please notify a member of the YouthARK or ARK Theatre committee if you have medication that is required to be brought with you.
- Show up on time, prepared to warm up and work.
 - If you are going to be late, ensure that a message gets to the director of the show, so that they can work around your temporary absence.
- If you are going to miss a rehearsal, 5 minutes notice is not sufficient. Please show people the respect that you would want, and give the director at least two hours' notice of any absence. If you miss three rehearsals without notice, you will be issued with a formal warning.
- Be respectful to all those involved with the company.
 - Try to remove all outside distractions – switch off your phone, or place it into your bag on silent. It is okay to have it out during breaks, but rehearsal time is time where it shouldn't need to be used. The use of the phone for the purposes of research for the show is also fine.
 - Pay attention to the personal space of others – Personal boundaries are something that YouthARK Theatre take seriously. Tell people what yours are!
 - Stay focused – as we are all here to work and to enjoy!
 - Come to rehearsal in clean clothes that you can move freely in (without risk of anyone being embarrassed)
 - Respect the opinions of others, remembering that everyone has the right to be heard.
 - For privacy sake, avoid taking photos of other people who you do not have explicit consent to be in your photo.
- Look after the property of others.
 - Respect each other's property, costume, and props. Ensure you always know where your own items are, and report missing items to the YouthARK committee as soon as you can.
 - Don't eat in costume. Doing so will result in you being asked to pay for any potential cleaning/repairs that need to be done to the costume.
 - Don't touch anything that doesn't belong to you without prior permission.
- Bring water and snacks with you – We won't always have a long enough break for you to go get a drink, or to buy food.
 - Under 16's will be asked to remain on property at all times, unless leaving with another family member.
- Follow any other rules given per event. These may change based on the location of the event or the script licence.

DISCIPLINARY ACTION PROCEDURES FOR BREACHES OF THE CODE OF CONDUCT

If the code is not followed, disciplinary action may be taken against you. All breaches will be viewed on a case by case basis by the YouthARK and ARK Theatre committees, and the action will be decided based on the severity of the infraction.

We have a three strike policy at YouthARK Theatre. If you receive your first strike, you will receive a formal warning, documented in YouthARK Theatre official records. If you receive a second strike, the information of both strikes will be formally presented to you in the form of a letter, and the ARK Theatre committee will become involved. Upon a third strike, you will be asked to leave the current production immediately. This will be documented in a letter and kept on file. We do believe in fresh starts, and for each show, a second chance will be considered, provided the previous offence did not require police involvement.

If you feel that you have been unjustly disciplined, you may appeal the decision to both the YouthARK Theatre and ARK Theatre committees as a joint body, to address it in a meeting.