

## **Pentacle Theatre's code of conduct — June 24, 2019**

If you cannot agree to any of these principles, then volunteering with Pentacle Theatre may not be for you. Contributing to our community assumes acceptance of these principles:

### **Assume positive intent and respond accordingly**

Seek to understand before making a conclusion.

### **Express appreciation and gratitude**

#### **Be considerate**

You are part of a team. Be considerate of how your actions or contribution affect others.

#### **Be Respectful**

Treat one another with respect. Everyone can make a valuable contribution to Pentacle Theatre. We may not always agree, but disagreement is no excuse for poor behavior or poor manners.

#### **Be Collaborative**

You can't avoid disagreements or differing views, but you can work to resolve them constructively. Above all, avoid making conflicts personal. Debate should never include putdowns or reference someone's nationality, gender, religion or other personal characteristics.

#### **Be honest, direct and compassionate** when talking with someone with whom you have a conflict.

When you are unsure, ask for help. Those who are asked should be responsive and helpful.

#### **Step Down Considerately**

People on every project come and go, and Pentacle Theatre is no different. When you leave or disengage from the community, in whole or in part, we ask that you do so in a way that minimizes disruption to the theater. Please tell people you are leaving and take the proper steps to ensure that others can pick up where you leave off.

#### **Be Available**

Check your e-mails regularly and answer them promptly—even if it's "I'll get back to you."

#### **Be Honest**

Sometimes the hardest thing to say is "no" or admit you've forgotten to do something. Be honest with each other and yourself with regards to what you say and to what you can realistically commit.

#### **Follow the Rules and Policies**

The Directors' Handbook provides most of the guidance directors need to do their jobs well. All volunteers and staff must follow Pentacle Theatre policy.

#### **Exercise Discretion and Confidentiality**

Depending on your role, you will be privy to various levels of information. As a volunteer you are expected to keep confidences and minimize gossip.

Be mindful that you represent Pentacle Theatre with your words and actions.

#### **Conflict Resolution Process**

Follow the procedures set forth in the Pentacle Theatre Anti-Harassment policy.