

Pentacle Theatre's Code of Conduct — February 28, 2022

All volunteers at Pentacle Theatre are expected to follow this Code of Conduct. Contributing to our community assumes acceptance of these principles:

Own the impact of your conduct.

Intent refers to what you thought you were doing. Impact refers to how that action was perceived by the other person. Seek to understand before making a conclusion.

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.

Be open to other ideas and perspectives, and express appreciation and gratitude for them. You can't avoid disagreements or differing views, but you can work to resolve them constructively. Check your e-mails and messages regularly and answer them promptly—even if it's "I'll get back to you."

Address Conflicts in a Healthy Manner.

Be honest, direct and compassionate when talking with someone with whom you have a conflict. Above all, avoid making conflicts personal. Debate should never include putdowns or reference someone's nationality, gender, religion or other personal characteristics. If you are unsure of how to handle a conflict, 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 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 theater's Progressive Resolution Policy.