Code of Conduct

**Reasons for Absence:** Severe illness

 Family complications

 Doctor’s appointments

**IF YOU DO NOT SHOW UP BECAUSE YOU ARE HUNGOVER YOU MUST DONATE £1 TO THE BUDGET**

**Lateness is not tolerated.** The only acceptable reasons for lateness are lectures or the train lines (curse you train lines)

**Listen to everyone’s ideas.** Do not dismiss anyone’s comments, or inputs. No matter how useless you think they may be.

**Respect one and other.** It’s not a competition to see who can get the highest grade. Working together will give us a better production overall.

**Remain Professional.** No matter what personal issues people may have, make sure that they remain outside of the rehearsal.

**Inform someone of absence.** If you do have to miss a class or rehearsal. Be sure to inform the Director (Emily), Producer (Tash) or Stage Manager (Amy) of your absence before the rehearsal.

**Pull Your Weight.** We all have our roles. Complete the tasks you have to do. Don’t slack and let someone else do them for you.

**Be willing to help others.** If someone else is ill or struggling with their workload, offer your help to get them back on track.

**Help with the promotion.**  Whenever there is a promotional event and you are free you are obligated to assist. (By the show each member of the company should have contributed at least 10 hours to promoting the show).

**Come Prepared.** If you are set a task, complete the task. Not only will it keep the show on track but it will also help you manage your workload.

**Use time productively.** If you are in rehearsals but are not needed for a certain scene, use the time to work on your production role.

**Give constructive criticism.** Don’t be rude when giving feedback on ideas or performance. Help a person with your feedback rather than just insulting them.