

## CITY CENTRE MUSICAL PRODUCTIONS CODE OF CONDUCT

### Introduction

City Centre Musical Productions (CCMP) is a community-based musical theatre group established in Mississauga in 1987. The group is committed to supporting the arts and culture in the City of Mississauga by entertaining the community with quality musical theatre productions. In addition to producing a musical production each year, CCMP is committed to engaging Mississauga residents and individuals in the surrounding area in an inclusive and family-friendly, community theatre organization in which to become involved.

CCMP has a long legacy of providing a caring and supportive environment for its contracted staff, members, and volunteers, together with outstanding service and quality theatrical entertainment for its patrons. The Board of Trustees is fully committed to maintaining and enhancing that legacy.

It is the primary objective for all associated with our group to ensure that the environment – for contracted staff, volunteers, members and patrons – supports a positive theatre experience.

### Purpose

This Code is intended to promote a harmonious and respectful environment for all CCMP members and all participants in CCMP shows and activities and to ensure that CCMP adheres to the standards prescribed by the *Ontario Occupational Health and Safety Act* Part III.0.1 relating to workplace violence and workplace harassment.

### Application

The code applies at all times when contracted staff, members, and volunteers are engaged in activities at, or are representing, CCMP.

### General Expectations

As an organization, CCMP is committed to teamwork and respecting the views of all members. To meet that overall objective, Trustees, contracted staff, members, and volunteers are expected at all times to:

- treat one another and the public with dignity, respect and hospitality without discrimination based on race, gender, religion, sexual identity, disability or any other grounds identified in the Ontario Human Rights Code;
- act with honesty, integrity and professionalism;
- observe high standards of conduct;
- avoid conflicts of interest;
- conduct themselves in a manner that, in the best traditions of CCMP, reflects positively on our public image, and fully supports our mission and mandate;
- respect CCMP's Privacy Policy;
- Act in accordance with the CCMP Constitution and By-law Number 1.

## Required Conduct

- (a) All cast members and members of a directorial and production team must:
- (i) Attend all rehearsals and performances as scheduled. Unless a conflict has been identified prior to the commencement of rehearsals, absences from scheduled rehearsals must be limited to unanticipated and unavoidable circumstances, notice of which is promptly provided to the directorial team.
  - (ii) Arrive at all rehearsals and performances on time.
  - (iii) Arrive at all rehearsals and performances prepared.
  - (iv) During rehearsals, devote their full time, energy and attention to the rehearsal process and avoid behaviour which is disruptive or wastes the time of others.
  - (v) Assist in set building and pre-show and post show preparation as required.
- (b) The use of alcohol or drugs (including cannabis) during rehearsal and performances or arriving at rehearsals or performances while impaired by alcohol or drugs (including cannabis) is prohibited.
- (c) All cast members, volunteers, and members of a directorial and production team will carry out their duties and activities with due regard to ensuring their own safety and the safety of others and will comply with all safety rules including rules relating to wearing personal protective equipment (steel toe safety shoes, hard hats, etc.) as may be in effect from time to time.
- (d) Board members, contracted staff, members and volunteers shall not take or employ for personal use property belonging to CCMP and shall not use CCMP's name, logo, or goodwill except with the written consent of the Board or a designated officer.

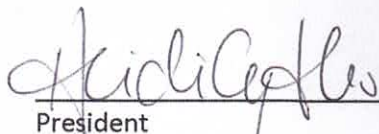
## Complaint Process

Members have a right to bring forth a complaint regarding any breach of this Code of Conduct and it shall be investigated and dealt with in accordance with the CCMP Complaints and Dispute Resolution Policy.

## Updates

This Code of Conduct shall be reviewed annually, or by schedule of review, and may be updated from time to time, as appropriate.

February 11, 2020  
Date

  
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President

City Centre Musical Productions

  
\_\_\_\_\_  
Secretary

City Centre Musical Productions