

# Code of Conduct

## LaCrosse Community Theatre

(rev. 2021)

### Our Commitment

#### LCT's Mission

LCT creates productions and projects that enhance the theatrical literacy of our audience members, volunteers, students and staff. We provide opportunities for creativity and personal growth in a fun, collaborative environment. As a community, we celebrate human connections through communication and interaction.

It is important to:

- Read and understand this Code and all company policies related to your role.
- Refer any questions you have about the Code and company policies to your direct supervisor, the Executive Artistic Director, or a member of the Board of Directors.

It is important NOT to:

- Violate the Code, company policies, or the law, even if the suggestion comes from a person of authority.
- Tell someone else to violate the Code, company policies, or the law.

### Code of Conduct Applies to All of Us

LCT created this Code of Conduct to serve as a guide for the relationship between employees, board members, contractors, and volunteers. They make up the LCT community. There are several things that are important to keep in mind about this Code of Conduct. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice, you should address those specific questions to the Executive Artistic Director.

Neither this Code of Conduct nor any other document confers any contractual right, either express or implied, to remain involved at LCT. Nor does it guarantee any fixed terms or conditions of involvement. Involvement is not for any specific time and may be terminated at will, with or without cause and without prior notice, by LCT.

## **Changes in Policy**

Since our business is constantly changing, LCT expressly reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this Code of Conduct or in any other document. With respect to all other changes to company policies, LCT will notify current participants of changes in writing. No oral statements or representations can in any way alter the provisions of this Code. Changes will be effective on dates determined by the LCT Board of Directors. Employees, contractors, and volunteers may not rely on policies that have been superseded. If uncertain about any policy or procedure, please check with the Executive Artistic Director.

## **Organization Orientation**

The Board of Directors, as the policy-making body for LCT, has the ultimate responsibility for providing a staff and for adopting policies. The purpose of the Board is not to be involved in the day-to-day management or operation of the theatre. Personnel policies, as adopted, together with the position descriptions, are the framework within which administration of the personnel program is carried out. With respect to compensation, the Board of Directors shall approve the budget for "Staff Salaries" and "Staff Benefits" each year. The following officers and committees have the following specific responsibilities for carrying out administration:

The President of LCT is the chairman of the Executive Committee, which comprises the president, president-elect, past president, treasurer, and secretary. The President makes recommendations to the Executive Committee for further recommendation to the Board of Directors on the employment and release of the Executive Artistic Director. The President of LCT makes recommendations to the Executive Committee on the compensation for the Executive Artistic Director. The Executive Committee shall set the compensation of the Executive Artistic Director, subject to approval by the Board of Directors, in accordance with the budget approved by the Board of Directors.

The Executive Artistic Director, as chief administrator, is accountable to the Board of Directors. The Executive Artistic Director is given the authority to employ, terminate and, in consultation with the Executive Committee, compensate staff, carry out policies as delegated by the Board of Directors, administer personnel policies and practices, and manage the daily operations of LCT, all in accordance with the budget approved by the Board of Directors.

## **Special Reminders for LCT Leaders and Executives**

A culture of compliance starts at the top. All members of leadership must not only fulfill their duties, but also assume responsibility for those who report to them. If you are a Leader or Executive, you must precisely follow the principles listed below.

### **It Is Important To:**

- Earn respect and lead by example – your team members expect you to do the right thing.
- Understand this Code of Conduct and all LCT policies that affect your job as well as the position you supervise. Help your team members understand the Code of Conduct.
- Promote compliance with the Code – even in difficult situations.
- Create an environment of integrity, accountability and mutual respect that support doing the right thing.
- Encourage team members to bring ideas forward, ask questions, voice concerns and report any possible violations.
- Listen carefully when a team member brings a potential problem to you. Consider what should be done. If there is a possible violation of the Code, contact your leader or seek Human Resources support immediately.
- Direct team members to the appropriate resources including their direct supervisor, other Executives, or Human Resources as listed in the Getting Help section of this Code of Conduct.

### **Remember Not To:**

- Ignore or cover up possible violations of the Code of Conduct.
- Allow a situation to continue to worsen, or give even the appearance of condoning wrong behavior.
- Retaliate against or victimize individuals who report possible violations or voice concerns about the Code of Conduct and LCT policies.
- Permit or tolerate retaliation by others.

## **Getting Help and Raising Concerns**

At La Crosse Community Theatre we believe we should all have the opportunity to speak openly and to be treated fairly. This philosophy – open door – is intended to support our core belief in honest, respectful communications. If you have ideas, questions, or concerns and you would like to discuss them, there are many ways to do so.

It is LCT's policy to send out post-production surveys to the cast, crew, and production team upon the completion of each show's run. This is the most efficient way to ensure we are consistently reviewing our practices and pushing ourselves to be better.

If you have a suggestion or a question that is not related to a specific production, you are always welcome to contact the staff via email, phone, or request to set up a meeting. If you are not sure where to direct your inquiry, email [info@lacrossecommunitytheatre.org](mailto:info@lacrossecommunitytheatre.org) and we will deliver it to the appropriate person.

For concerns regarding a violation of this Code of Conduct, please refer to the Reporting Procedure below.

### **Reporting Procedure**

If you witness or experience a violation of this Code of Conduct, you should report the alleged act immediately to your direct supervisor. If for any reason you do not feel comfortable reporting the incident to your supervisor, or if the supervisor was involved in the violation, you should contact LCT's HR Representatives. The current representatives are Stephen Conrad and Pat Heim. You may email the HR Representatives at [HR@lacrossecommunitytheatre.org](mailto:HR@lacrossecommunitytheatre.org). If you wish to remain anonymous, you may file a complaint using the [online complaint form](#).

After reviewing the complaint, the HR Representatives will determine the appropriate level of corrective response and partner only with those who have a legitimate business need to know. The HR Representatives will determine the appropriate level of corrective response, which may include, but is not limited to, education, an apology, documentation of formal or informal coaching, removal of the alleged perpetrator from involvement at LCT, termination of employment, referral to local authorities, or other corrective action. The complainant and the subject of the investigation will be informed, where appropriate, of the findings of the investigation.

## **Commitment to Inclusion**

### **Diversity and Inclusion**

La Crosse Community Theatre is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion (DEI).

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that LCT's volunteers and employees invest in their activity and work

represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make all our volunteers and employees unique.

The Organization DEI initiatives are applicable—but not limited—to our practices and policies on recruitment and selection for all roles volunteer and employment; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation.
- Teamwork and participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity. All volunteers and employees of LCT have a responsibility to treat others with dignity and respect at all times.

All volunteers, contracted artists, students, and employees are expected to exhibit conduct that reflects inclusion during theatre projects and functions on or off the work site, and at all other company-sponsored and participative events. Anyone found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action. Volunteers, contracted artists, students, and employees who believe they have been subjected to any kind of discrimination that conflicts with LCT's diversity policy and initiatives should seek assistance from their immediate supervisor or a comparable representative of the organization.

### **Non-Discrimination**

It is LCT's policy not to discriminate against any person because of race, religion, color, sex, age, military status or application, national origin, disability, genetic information, sexual orientation, gender identity/expression, transgender status, height, weight, marital status, or any other basis protected by state, federal or otherwise applicable law. LCT's policy of nondiscrimination covers all aspects of the employment relationship, including recruitment, selection, placement, training, compensation, promotion, discipline transfer, layoff, recall, termination, wages and fringe benefits.

## Accessibility and Inclusion

Accessibility is the practice of making our theatre and communication tools such as our website usable by as many people as possible. For our theatre to be inclusive, it must be accessible to people who have disabilities.

Our theatre is fully ADA compliant with an elevator for access, plus no ramps or stairs in our facility for those with mobility challenges. LOOP Technology connects our sound system with the t-coil on hearing assist devices. Compatible headsets are available at our box office.

Our website, [lacrossecommunitytheatre.com](http://lacrossecommunitytheatre.com), was designed to be compliant with the most current website accessibility standards, which include Section 508 Compliance and WCAG Standards.

## Sexual Harassment

LCT does not tolerate sexual harassment in any form and is committed to protecting all men, women, transgender, and non-binary individuals from unwanted sexual advances. Violation of LCT's sexual harassment policy by any employee, volunteer, or contractor will result in disciplinary action up to and including termination. No one will be subject to any retaliation for filing a complaint or participating in the investigation of such complaint.

Sexual Harassment has many forms of variable seriousness, which include but are not limited to:

- Insinuating, proposing or demanding sexual favors of any kind.
- Invading another person's personal space (e.g. inappropriate touching).
- Stalking, intimidating, coercing or threatening another person to get them to engage in sexual acts.
- Sending or displaying sexually explicit objects or messages.
- Commenting on someone's looks, dress, sexuality or gender in a derogatory or objectifying manner or a manner that makes them uncomfortable.
- Make obscene comments, jokes or gestures that humiliate or offend someone.
- Pursuing or flirting with another person persistently without the other person's willing participation. Also, flirting with someone at an inappropriate time (e.g. in a team meeting) is considered sexual harassment, even when these advances would have been welcome in a different setting. This is because such actions can harm a person's professional reputation and expose them to further harassment.

The most extreme form of sexual harassment is sexual assault. This is a serious crime and LCT will support anyone who want to press charges against offenders.

Anyone who witnesses or experiences sexual harassment during their involvement at LCT should report it immediately to LCT's HR Representatives (please see [Reporting Procedure](#)). All

allegations of harassment will be promptly and thoroughly investigated, treated in a confidential manner, and information pertaining to the investigation will be shared only with appropriate individuals on a need to know basis. LCT will not allow further victimization of harassed individuals. LCT will fully support anyone who is sexually harassed and will not take any adverse action against the individual, the person who reported the harassment, or those involved in the investigation.

Board members will be notified any time there is an investigation taking place by an outside law firm, but will not receive any details about what the allegations entail, unless deemed necessary to the investigation.

Full details on LCT's Sexual Harassment Policy are accessible [here](#) and at [lacrossetheatre.org](http://lacrossetheatre.org).

## **Commitment to Our Team**

### **Employee Wage and Hour Rules**

LCT follows all wage and hour rules and regulations set forth by the Wisconsin Department of Workforce Development. We are committed to accurate record keeping, which will ensure proper reporting should a situation require it.

### **Health and Safety**

Safety, security, and health are integral parts of our operations, and LCT approaches these values with the same level of commitment as all others included in this code of conduct. Our operations are conducted in compliance with applicable health, security, safety, and environmental laws and regulations, company standards, and best practices. We take all reasonable and practical steps to ensure that we provide a safe, secure, healthy, and clean operational environment. LCT strives for continuous improvement wherever possible and economically viable.

All who work or participate in operations at LCT are expected to:

- Ensure safety, security, and protect health to the best of their knowledge, ability, and experience.
- Recommend and/or implement practices to improve health and safety standards at LCT.
- Stop their work when it is not safe.

### **Substance Abuse**

LCT is committed to ensuring an environment free from substance abuse. LCT recognizes chemical dependency as an illness. At the same time, the abuse of drugs or alcohol can

jeopardize the health, safety and well-being of the individual involved, co-workers, volunteers, students, and patrons. It negatively affects productivity, morale, and the safety of LCT and its members. LCT strictly prohibits:

- Smoking and tobacco use of any kind in the Weber Center facilities.
- Smoking while in costume for an LCT production, even if outside the facilities.
- Use, possession, or reporting to work or a LCT-sponsored event under the influence of alcohol or unlawful substances.
- Distribution and/or attempted distribution of alcohol or illegal drugs while at the theatre. This will result in the immediate removal of the perpetrator and notification of the proper legal authorities.

Failure to adhere to this policy will result in the person involved being removed from the theatre or show. If LCT suspects that someone is under the influence, they will be driven home or a ride will be provided at the individual's expense. The individual will not be allowed to drive off the premises.

## **Violence**

Anyone who enters our theatre deserves to be treated with courtesy and respect, whether they be an employee, patron, student, volunteer, or contracted artist. As such, LCT does not tolerate any type of violence or threat of violence. The following behaviors, while not comprehensive, are examples of prohibited conduct:

- Causing physical injury to another person.
- Making threatening remarks.
- Acting out in an aggressive or hostile manner that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging LCT, Weber Center, or another individual's property.
- Possessing a weapon while on LCT property or while acting as a representative at LCT at an offsite function or performance.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any violent or threatening behaviors should be reported immediately to your supervisor, the Executive Artistic Director, or through our [Reporting Procedure](#). Anyone who commits a violent or threatening act are subject to disciplinary action, up to and including termination from employment or involvement, and/or reportation to the proper authorities.

## **Technology and Electronics**

IT resources are essential tools in accomplishing LCT's mission. We acknowledge that access to and use of LCT IT resources is a privilege that extends to authorized users for use in fulfilling the mission of LCT through appropriate operational activities. LCT IT resources include all electronic equipment, facilities, technologies, and data used for information processing, transfer, storage,



display, printing, and communications by LCT employees and LCT affiliates. More specific policy details can be found in the LCT Employee Handbook.

### **Conflicts of Interest**

All members of LCT owe a duty of fidelity and must not place themselves in a position in which their self-interest may conflict with this duty. It is vital that the interests of LCT and its generous donors and patrons are protected, ensuring privacy and the protection of information.

Potential conflicts of interest are listed below:

- A member uses contacts or information gained through LCT to advance his or her private business or financial interests, or those of friends or family members.
- Outside business interests that compete with LCT activities.
- Outside business interests that supply goods or services to LCT.
- Outside business or employment that interferes with your ability to devote necessary attention to LCT responsibilities.
- Inducements (gifts, premiums, money, goods or services) from vendors that benefit you personally, whether directly or indirectly, or are unauthorized or questionable in nature. LCT does not engage in, tolerate or permit bribery or corruption.

Any conflict of interest committed by an employee or volunteer should be reported to the Executive Artistic Director. If the Executive Artistic Director is suspected of creating a conflict of interest, it should be reported to a member of the Executive Committee.

If an individual feels that something could be a conflict of interest, it probably is. If unsure, please see the Executive Artistic Director or a member of the Board of Directors.

Additionally, all employees and board members are required to read and sign the Conflict of Interest Pledge annually, ensuring their understanding of and agreement to this policy.

### **Confidentiality Statement**

Respecting the privacy of our patrons, staff, volunteers, and students is a basic value of La Crosse Community Theatre. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Artistic Director. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information, and that documents containing confidential information are not left in the open or inadvertently shared. Employees, volunteers, and board members of LCT may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of LCT that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorized

disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

### **Interaction with Governments**

LCT is committed to working responsively and honestly with government and community officials and representatives. We are truthful and straightforward in our own dealings with the government and do not encourage others to provide false or misleading information to any government official or representative. We comply with laws, regulations and codes, and seek to meet high ethical and legal standards. We may share information and website user data with the government as required or permitted by law.

## **Commitment to Our Organization**

### **Use of Property**

The Weber Center for the Performing Arts facilities and equipment serve a multitude of uses. It is essential that care and attention are exercised when using the facility and the equipment that it houses.

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using Weber Center for the Performing Arts property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

All company-furnished equipment, furniture, lockers, cabinets, desks, computers, telephones, cellular phones, voice mail systems, e-mail, and all other like items and systems are considered company property and furnished to employees for business purposes.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment may result in disciplinary action, up to and including termination of employment or involvement at LCT.

### **Trademarks and Brands**

LCT uses visual, verbal, and experiential messaging to uphold our brand. All graphics, taglines, messaging, representations, and experiences offered in reference to LCT and its programs must be explicitly approved by the Executive Artistic Director. Likewise, only the Executive Artistic Director and appointed staff or volunteers may speak on behalf of the theatre and its programs.

## **Use of Social Media**

LCT encourages positive, respectful and truthful social media content. LCT does not tolerate any form of social media harassment. We encourage everyone to report any harassing or untruthful posts regarding LCT and those involved with the theatre through the established [Reporting Procedure](#).

If a member engages in negative social media activity that reflects poorly on LCT or its members, LCT reserves the right to remove that individual from their production, program, or position at LCT. The member may also be precluded from future involvement at LCT.

Negative activity includes but is not limited to comments involving discrimination, unlawful conduct, threats of violence, harassment, vulgarity/obscenity or defamatory statements toward or about LCT, its patrons, volunteers or employees. Individuals writing demeaning messages about the theatre or its members in private will be held accountable if those messages are made public, regardless of how they come into public view.

LCT expects any individual using social media for personal purposes in such a way that their affiliation with LCT is evident to include a disclaimer stating that the views or opinions expressed are their own private views and not the views or opinions of LCT.

## **Commitment to Our Community**

### **Our Patrons**

The success of La Crosse Community Theatre rests upon the trust and satisfaction of our patrons and supporters. We will treat our patrons and supporters as we treat one another – with dignity and respect- and provide all patrons and supporters with the highest quality and valuable experience in the theatre.

We respect the people with whom we interact. LCT enjoys a reputation for integrity that is based on our culture of respect for different perspectives, ideas, and opinions, as well as our commitment to high standards. When working with patrons, contractors, suppliers, and vendors, we will uphold our core values of honesty, integrity, and will treat others with dignity, equality, fairness, and respect.

### **Honest Business Practices**

Dishonest business practices can take many forms, including conduct like theft, fraud and making false or intentionally misleading statements. It can also mean omitting information (or presenting incomplete information) in a way that is intentionally misleading, falsifying LCT records (including payroll and timekeeping records), financial wrongdoing of any kind and

misusing LCT systems for our own or anyone else's benefit. LCT will not tolerate any transgression falling under these categories.

**The Environment**

LCT is dedicated to protecting our environment and operating in a sustainable manner. We are committed to be an environmentally responsible community theatre and will comply with applicable environmental laws and regulations.