

The Citadel Theatre Code of Conduct

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Statement of Belief

Conduct on the job should be governed by good judgement, honesty and fairness, consideration of others and respect for safety and efficiency. Employees are encouraged to be a positive ambassador for the Citadel and to conduct themselves in a professional manner in all business situations.

Definition of Employee

In this document "employee" is defined as a person who is in the employ of the Citadel Theatre in the position of a wage earner, contractor or volunteer. Contractor includes all persons who have entered into a contract with the Citadel and includes, but is not limited to, artists, designers, Foote Theatre School ("FTS") teachers and rental clients.

Policy

The following provides a framework by which employees can gauge their own activities. The following violations are considered to be of a very serious nature and based upon the circumstances, may result in termination of employment. This list is not intended to be all-inclusive.

1. Misrepresenting, falsifying or omitting facts on any Citadel document, payroll record, or report, including facts in obtaining employment.
2. Misrepresenting, falsifying, or omitting facts in verbal discussions with supervisors, co-workers, management or outside contacts.
3. Absence from work without notifying the appropriate manager or supervisor or repeated absence or tardiness for any reason.
4. Carelessness or neglect in the handling of cash, supplies, materials, property, or equipment.
5. Carelessness or neglect in processing reports and other Citadel documentation.
6. Theft or fraud of any nature.
7. Borrowing money from petty cash, cash registers or cash floats without permission.
8. Misuse of Citadel equipment or personal use of Citadel equipment.
9. Failure to comply with reasonable instructions, orders, and directions of the Citadel.
10. Disrespectful treatment or use of abusive language toward a supervisor, manager, employee, co-worker, supplier, student, or customer.
11. Disclosing confidential information to unauthorized individuals, contrary to the Citadel's Confidentiality and Privacy Policy.
12. Violation of Citadel's IT policy (applicable to those who have access to the Citadel's information systems).
13. Intentional misuse of Citadel telephone for personal use.
14. The consumption of alcohol on Citadel premises, other than at a Citadel related function such as receptions and opening nights; the use of cannabis or illegal drugs on Citadel premises; or working while under the influence of cannabis, illegal drugs or alcohol. An exception may be made for cannabis being used for medical reasons under the supervision of a medical doctor. This use must be disclosed and accompanied by appropriate medical documentation at which time it will be determined if the use can be safely accommodated within the scope of your job duties.
15. Any conduct which could reasonably be expected to be detrimental to the best interest of the Citadel Theatre.