

## THE MUSICAL STAGE COMPANY CODE OF CONDUCT APPROVED: March 13, 2018

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### **Statement:**

The Musical Stage Company has a mandate to develop and produce thought-provoking musical theatre with contemporary relevance, and to build and enrich communities through musical storytelling. The following Code of Conduct ("the Code") is designed to allow the organization to preserve its long tradition of integrity and credibility with the public and within the company. This Code applies to all direct service program volunteers, Board members, Committee members, all employees (permanent full-time, hourly, fixed term contract, permanent part-time), artists and production staff, and any third-party service provider in face-to face contact with our clients.

The Code is organized into categories, as follows:

### **Service**

1. Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
2. Promote the mission and objectives of The Musical Stage Company in all dealings with the public on behalf of the company.
3. Provide a positive and valued experience for artists and audiences.

### **Accountability**

1. Act with honesty and integrity and in accordance with any professional standards and / or governing laws and legislation that have application to the responsibilities you perform for or on behalf of The Musical Stage Company.
2. Adhere to the policies procedures, and values of The Musical Stage Company.
3. Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.

### **Conflict of interest**

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing, sale or provision of goods and services) which may benefit or be seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter. In the event that such a matter arises, the person shall formally disclose the interest, refrain from attempting to persuade or influence other persons participating in the decision, and shall not cast any vote on the matter.

### **Confidentiality**

Respect and maintain the confidentiality of information gained as a volunteer or employee, including, but not limited to, all computer software and files, The Musical Stage Company business documents and printouts, and all volunteer, employee membership, donor and supporter records.

### **Personal or sexual harassment**

Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.

Personal harassment means any conduct whether verbal or physical that is discriminating in nature, based upon another person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. It is discriminatory behaviour, directed at an individual that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.

The Musical Stage Company has a zero-tolerance policy with respect to Personal /Sexual Harassment. Personal/Sexual Harassment in any form is strictly prohibited and may be grounds for termination as a volunteer, or, in the case of an employee or contract worker, immediate dismissal. Contract workers, such as Artists, are subject to the provisions of the appropriate or applicable collective agreements.

### **Procedures for the care of others who may be vulnerable because of age or disability**

In the course of providing The Musical Stage Company service, our volunteers, employees, artists and third-party service providers may come into contact with vulnerable individuals. These individuals are those who may be at risk of harm or harassment because of their age or disability. When this occurs, the following procedures should be followed:

1. Where practical to do so, The Musical Stage Company related interactions with people who may be vulnerable be conducted in a business-like setting, public location or in an area that is private but visible to others.
2. The Musical Stage Company volunteers, employees, and third-party service providers who seek to initiate personal contact with vulnerable clients outside The Musical Stage Company, are asked to seek prior approval from the appropriate employee/leadership volunteer, and, in the case of children/youth, from the parent/ guardian.

### **Implementation**

Strict observance of the Code is fundamental to the activity and reputation of The Musical Stage Company. It is essential that all direct service program volunteers Board members, Committee Members, all employees (permanent full-time, hourly, fixed term contract, permanent part-time), contract staff and any other third party service provider in face-to-face contact with our clients adhere to this Code. They will certify this by signing a Declaration that they have read and will abide by this Code.

The Human Resources Manual gives further details of this and other policies and procedures of the company. Management has the responsibility of ensuring compliance with all Codes and Policies of The Musical Stage Company.

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### **Resources**

If you have any concerns, here are some of the resources which may be helpful to you:

Link to The Musical Stage Company Harassment Policy: [www.musicalstagecompany.com/policies](http://www.musicalstagecompany.com/policies)

#### **Mitchell Marcus, Artistic & Managing Director**

416-927-7880 ext 222 / mitchell@musicalstagecompany.com

#### **Paul Beauchamp, General Manager & Producer (Human Resources)**

416-927-7880 ext 225 / paul@musicalstagecompany.com

#### **Ellen Wallace, Chair of the Board**

416-451-5794 / elwallace@rogers.com

#### **Thom Allison, Board Member and member of our artistic community**

416-573-1021 / cocoa\_shaker@hotmail.com

#### **Canadian Actors' Equity Association – Not In Our Space**

National anti-harassment and respectful workplace collaboration campaign.

[www.caea.com/EquityWeb/MemberServices/not-in-our-space](http://www.caea.com/EquityWeb/MemberServices/not-in-our-space)

Contact a Respectful Workspace Advisor

Email: [notinOURspace@caea.com](mailto:notinOURspace@caea.com)

Phone: 1-800-387-1856

#### **Toronto Musicians' Association - Michael Murray, Executive Director**

416-421-1020 / mmurray@tma149.ca

#### **Associated Designers of Canada**

416.907.5829 / [adc@designers.ca](mailto:adc@designers.ca)

*Please sign, detach page, and return to a staff member of The Musical Stage Company.*

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**Code of conduct declaration**

I, \_\_\_\_\_, have read, understand and agree to abide by the Code of Conduct of The Musical Stage Company and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee immediate dismissal.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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(Volunteer/Employee - Signature)

  
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The Musical Stage Company