



# Volunteer Policies

## EQUAL OPPORTUNITY

It is the policy of QCT to provide equal opportunity for all volunteers based on the necessary experience and skills needed without regard to race, religion, color, national origin, sex, age, sexual orientation or disability.

## COMMITMENT TO DIVERSITY

QCT is committed to creating and maintaining an environment in which all volunteers have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives.

## DISCRIMINATION, HARASSMENT, AND RETALIATION

QCT is committed to maintaining an environment that fosters mutual respect among staff members, board members, and volunteers and working relationships free from discrimination, harassment or retaliation. In pursuit of these goals, QCT will not tolerate acts of discrimination based upon race, color, national origin, ancestry, age, gender, creed, religion, mental or physical disability, genetic information, sexual orientation, political affiliation, veteran status and/or union membership status or lack thereof; harassment, including sexual harassment; or retaliation for reporting such conduct.

### Definitions:

**Discrimination** - Unfair or prejudicial treatment of a Board member, volunteer, or staff member based on that person's race, color, ancestry, national origin, gender (including gender-specific conditions such as pregnancy and childbirth), age, creed, religion, physical disability or mental disability, genetic information, sexual orientation, veteran status or union membership status.

**Harassment** - Behavior or conduct that is verbally or physically abusive, insulting, hostile or intimidating toward an individual or group based on race, color, ancestry, national origin, gender (including gender-specific conditions such as pregnancy and childbirth), age, creed, religion, physical disability, mental disability, genetic information, sexual orientation, political affiliation, veteran status or union membership status.

**Retaliation** - In the context of this procedure, adverse action taken by a director, Board Member, volunteer or QCT staff person against an employee, Board member or volunteer based on a person's participation in an inquiry, investigation or proceedings involving charges of discrimination or harassment.



Any form of verbal or nonverbal discrimination, harassment or retaliation by staff members, board members, or volunteers is prohibited.

Examples of prohibited discrimination or harassing conduct for purposes of this procedure include, but are not limited to, any of the following:

- unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature that: is an explicit or implicit condition of participation; is used to make a casting or other assignment decision; or unreasonably interferes with a person's performance; or creates an intimidating, hostile, or offensive environment;
- unwelcome physical contact of any kind, including hugging, touching, kissing, pinching or intentional brushing of the body;
- making, using, exhibiting, or sending explicit, suggestive, or insulting sexual comments, pictures, photographs, names, jokes, language, threats, innuendoes, written documents, recorded or electronic messages, sounds, and/or obscene gestures;
- indecent exposure;
- any conduct which creates an intimidating, hostile, or offensive environment based on an individual's race, color, ancestry, national origin, gender (including gender-specific conditions such as pregnancy and childbirth), age, creed, religion, physical disability or mental disability, genetic information, or sexual orientation.

As part of their duties, volunteers may be exposed to, read, display, and discuss materials and topics that would qualify as harassing or discriminatory. The procedure does not prevent staff members from discussing, reading, reviewing or displaying such topics or materials if it is part of the volunteer's authorized official duties for the Theatre. Staff members, board members, and volunteers shall act professionally and responsibly when exposed to offensive materials and topics. Staff members, board members, and volunteers will not discuss, show, reveal, or otherwise release such materials or topics to others not authorized to be involved as part of their official duties.

Staff members, board members, and volunteers shall not use QCT's computer system, including the internet, and/or other electronic media devices to display, read, publicize send or introduce any offensive, derogatory, or intimidating material related to race, color, ancestry, national origin, gender (including gender-specific conditions such as pregnancy and childbirth), age, creed, religion and/or physical or mental disability, genetic information, sexual orientation, political affiliation, or labor organization membership status.

Staff members, board members, and volunteers are prohibited from sending or posting harassing and discriminatory messages via email, text messages, and social networking sites. This prohibition extends to off-duty or outside-of-work conduct that is unlawful and aimed at coworkers, co-volunteers or board members.



If staff members, board members, volunteers, or patrons feel they have been discriminated against, harassed, or retaliated against as per this policy, they are encouraged to contact the Executive Director. If the Executive Director is compromised in a complaint, the complaint shall be made to the President of the QCT Board of Directors.

## **VOLUNTEER CONDUCT**

A QCT volunteer holds a position of public trust. It is necessary that a volunteer's conduct be that of a responsible, professional person, refraining from conduct which could adversely affect the confidence of the public in the theatre. A volunteer who violates the public's trust is subject to disciplinary action up to and including termination of all volunteer participation. The rules of personal conduct include, but are not limited to, the following:

- A volunteer shall not participate in or condone fraud, dishonesty, or misrepresentation in the performance of duties.
- A volunteer shall show respect for cultural styles and values of different groups and individuals within those groups.
- A volunteer shall not use vulgar, profane or loud/disruptive language in the space or while on duty in a manner directed at or which could disturb patrons, students, staff, and/or other volunteers.
- A volunteer's conduct while off-duty may subject the volunteer to disciplinary action, up to and including termination of all participation, should such conduct raise reasonable doubt concerning the volunteer's suitability for continued involvement. QCT presumes certain acts such as domestic or interpersonal violence, sexual abuse, child/elder/disabled neglect or abuse, raise reasonable doubt concerning a volunteer's suitability for continued involvement. If legal charges of moral turpitude are pending, the volunteer shall be disqualified from participating.
- A volunteer shall not make direct or indirect threat of bodily harm to another volunteer and/or patron, student, or staff member.
- A volunteer shall not demonstrate inappropriate behavior and/or discourteous treatment of the public, other volunteers, patrons, students, and/or staff members.

## **DRUG-FREE AND ALCOHOL-FREE SPACE**

It is the policy of QCT to maintain a drug- and alcohol-free environment that is safe and productive for volunteers and others having business with the company. Employees and volunteers shall not use alcohol, cannabis, or illegal drugs while conducting the business of QCT. There may be social events held at the theatre or at cast parties where alcohol may be consumed by those having a legal right to do so. Alcohol may be sold to adult consumers prior or post production and possibly during an intermission. These activities do not run contrary to the policy.



The unlawful use, possession, purchase, sale, distribution, or being under the influence of cannabis or any illegal drug and/or the misuse of legal drugs while on QCT premises or at any off-premises QCT function is prohibited and may result in the termination of an employee and the termination of the services of a volunteer.

## **STAFF AND VOLUNTEER INTERACTIONS WITH CHILDREN**

**Rule of Two.** It is our goal that no child is alone with a single adult. Normally our classes require a minimum of five students. In situations where a student may be conducting a class, a minimum of one adult worker will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless there is a situation where the parent approves in writing. (i.e. training for an audition) In these situations, classroom/office doors shall remain open.

**Check-in/Check-out Procedure.** For all students, a security check-in/check-out procedure will be followed. The student will be signed in either by themselves or by a parent. The teacher or teaching assistant will verify that all students are checked in. Once the class has dismissed, the teacher shall personally see that all students connect with the parents or parent-designated responsible adult.

## **BACKGROUND CHECKS**

Quincy Community Theatre will conduct a background check on all adult volunteers (18 years and older) who are involved in any production or program that involves minors. These background checks will be considered valid for 24 months. The volunteer will be rechecked if the volunteer remains active and the 24-month period has expired. QCT will conduct a background check on productions involving only adults at the discretion of the Executive Director and QCT Board of Directors. The background check is handled by an accredited institution and the results of any background check will only be shared with appropriate QCT board and staff members. All results will be kept confidential except where required by law.

Refusal to comply with this policy will result in dismissal from involvement in the production or program.

## **FOR ACTORS & CREW**

- Rehearsals begin at the scheduled start time. If actors are late more than three (3) times, they may be dismissed from the production. An unexcused absence may result in dismissal from the production.

300 CIVIC CENTER PLAZA, STE. 118 | QUINCY, IL 62301 | PHONE: (217) 222-3209  
FAX: (217) 222-3188 | EMAIL: QCT@1QCT.ORG | WWW.1QCT.ORG



- Participants will bring their materials and a pencil to every rehearsal.
- All electronic devices will be turned off before entering the rehearsal space. Phones and cameras are not allowed backstage at any time. Photography and filming must have the approval of the artistic director.
- Participants will remain quiet while not on stage and/or while another person is speaking, giving full respect and attention to the director and fellow actors.
- For Actors: A haircut or change of appearance must be approved by the director or the costume designer.
- Participants are required to attend technical rehearsals and should plan to keep both days entirely open. There are no understudies. Actors must attend all performances.
- If there is a concern or problem with something inside or outside of the production, the volunteer should speak privately with the stage manager or director. This is a way to keep the morale of the ensemble at its highest and foster an environment of trust and positive creative energy.

**Dressing Room Expectations** The dressing rooms are to be a calm, positive space for performers to prepare for a show. Negative or disrespectful talk and attitudes have no place at Quincy Community Theatre. When in the dressing room, put your focus on getting prepared for a great performance.

- Be respectful of each and every individual.
- Avoid playing music loud enough for anyone else inside or outside the room to hear unless getting their expressed consent before every time you do it.
- Abstain from entering into any dressing room you are not designated to unless asking, then receiving explicit verbal permission from all individuals inside room before every time you enter.
- Throw away all used microphone tape in trash.
- Respect our Theatrical Licensing Agency's rules by not taking any photos or recordings.
- Wear shoes when leaving dressing room, even for sound check.
- Assist in taking out trash, sweeping, and vacuuming, when needed. Have a good attitude when asked by Stage Manager or other QCT personnel.
- Notify Stage Manager of any abnormalities or needs of the backstage area.
- Do not eat in costume. Ever.
- Do not hang costumes on racks over mirrors. It is a fire hazard.
- Hang up all costumes, put away shoes in assigned locations on floor, and ensure all hats/accessories/makeup are put in designated areas. Make your station and environment nicer than when you came to it.
- List all costume repairs on the list posted on dressing room doors.

## **PHOTO RELEASE**



Volunteers grant full permission to Quincy Community Theatre to use their photograph, name, and/or likeness in any publication or advertising materials. Volunteers waive all rights of privacy or compensation which I may have in connection with the use of my photograph, name, and/or likeness.

## **EMERGENCY INSTRUCTIONS**

### **Actors, tech staff, crew, costumer, and other volunteers:**

- Everyone **MUST** sign in. The stage manager will provide a sign-in sheet for each night of rehearsal and performance. There shall be blank lines available for anyone volunteering on that night, but not listed as a regular volunteer for the event.
- Everyone must follow instructions of the Stage Manager or their designee regarding any emergency event.
  - Weather event: Instructions will be given as to where to evacuate, meet, and verify everyone's location. Do not leave the building without notifying the Stage Manager.
  - Fire or other building emergency: Everyone will evacuate. Instructions will be given as to an evacuation route, an outside meeting location, and a verification process to insure everyone evacuated safely. If there is an emergency of unknown origin or potential danger (I.E. active shooter) safely exiting the building is very important. Emphasis on **SAFELY** exiting.
  - Medical emergency: If it is an obvious serious or life threatening injury, any and all are asked to call 911. The Stage Manager should also be notified as soon as possible. Everyone should know the location of the first aid kit and assist in any way you feel comfortable and/or qualified. If uncomfortable or unqualified contact 911 and the Stage manager. Be observant for continued danger. i.e. broken glass, power lines down, angry zombies etc.
  - Power Outage: Upon instructions from the Stage Manager, stop, freeze, and await further instructions. During a performance, cast and crew may be asked to assist with the patrons' exit if the power is not likely to be restored.