Georgetown Theatre Workshop
Code of Conduct - Revision 2/21/26

Georgetown Theatre Workshop (GTW) is committed to creating a safe, respectful, inclusive, and collaborative environment for everyone who participates in or engages with our organization. We believe theatre thrives when people feel safe to take creative risks while exploring the material, express their feelings and opinions fully, and collaborate with trust and care. The Code of Conduct outlined below details the expectations that everyone who collaborates with us (cast, crew, production team, volunteers, board members, etc.) is expected to adhere to and applies to all spaces within which GTW operates.

Expected Conduct
All participants are expected to:

- Support safety and well-being.
- Communicate thoughtfully and responsibly.
- Honor personal boundaries and consent.
- Be mindful of power, privilege, and impact.

Unacceptable Conduct
The following behaviors will not be tolerated:

- Harassment, discrimination, or intimidation of any kind, including sexual harassment or unwanted attention.
- Harmful or abusive language, including hate speech, slurs, bullying, trolling, threats, or purposeful misgendering.
- Unwanted physical contact, invasion of personal space, or violation of consent.
- Disruptive, unsafe, or unprofessional behavior that undermines the well-being of individuals or the community.

Reporting and Enforcement
We encourage anyone who experiences or witnesses behavior that violates this Code of Conduct to report it. If in doubt, it is always safer to alert someone. Concerns should be shared with a Stage Manager, Director, Producer, or a member of the Georgetown Theatre Workshop board. You can reach out by phone or email using the contact sheet shared as part of every production, or if comfortable you can ask to speak with someone before or after a rehearsal. You may be asked to provide a written statement after the initial conversation. The board and production leadership are responsible for addressing concerns promptly, fairly, and with respect for privacy. **Anyone who reports a concern in good faith will never face retaliation.**

In addition, in order to respect the time and skill of all involved we have the following guidelines around rehearsal etiquette, illness policy, and weather policy;

General Rehearsal Etiquette

- Arrive to rehearsal 5 to 10 minutes before the scheduled start time. We can't guarantee the rehearsal space will be open more than 10 minutes in advance of the scheduled start.
- As you are able, help set needed chairs, tables, or other rehearsal furniture/props at the beginning of rehearsals as well as return the space as it was found at the end of rehearsals
- If you will need to miss a rehearsal due to unforeseen circumstances (weather, illness, other type of emergency) please contact the Director or Assistant Director by phone, email, or text message as soon as you are able.*

**Please note: While we respect the need for personal safety and time to attend to unexpected issues, after 4 unplanned absences Directors can exercise their discretion in determining if chronic absence requires a cast member's removal or recasting in consultation with the Producer and GTW board.*

Illness Policy

Below please see guidelines on how we will handle illnesses for this production.

- At the onset of noticeable symptoms, please let the Director and Stage Manager know and abstain from coming to rehearsal if there is one scheduled for that day
- If you have symptom onset on an off day but symptoms persist for more than 24 hours or you were experiencing a fever at the onset of your symptoms you should plan to abstain from the following rehearsal if it is scheduled to take place within 72 hours (3 days) of the onset of symptoms.
- If after 5 days you are still experiencing symptoms but have been fever free for 24 hours or more, you can return to rehearsal

Weather Policy

- Any adjustments to the rehearsal or performance schedule based on inclement weather will be decided on by the Director and Producer.
- Cancellations, delays, or other adjustments will be communicated to all cast, crew, and/or audience no later than 2 hours before a designated call time.
- If you are experiencing inclement weather that will make it treacherous or dangerous to commute to a rehearsal or performance please contact the Director as soon as possible to let them know if you will be absent and make any other contingency plans.

GTW wants everyone involved to enjoy their experience. Our group desires all production members to have had a wonderful time working together in a common effort to have a successful and rewarding experience. Thank you for joining us in this shared effort to keep Georgetown Theatre Workshop a place where community and art can flourish.