

## Suffield Players Code of Conduct

*All volunteers at the Suffield Players are expected to follow this Code of Conduct. Contributing to our theater community assumes acceptance of these principles:*

**Take Responsibility for the impact of your conduct.** Intent refers to what you thought you were doing. Impact refers to how that action was perceived by the other person. Take ownership for unintended consequences of your actions regardless of your intentions.

**Be Considerate.** You are part of a team. Be considerate of how your actions or contributions affect others. Remember to use basic manners, such as “please” and “thank you.”

**Be Respectful.** Treat one another with respect. Everyone can make a valuable contribution to the Suffield Players. We may not always agree, but disagreement is no excuse for being disagreeable or disrespectful.

**Be Collaborative.** Be open to other ideas and perspectives, and express appreciation and gratitude for them. Ask questions to understand others’ points of view. You can’t avoid disagreements or differing views, but you can work to resolve them constructively. Collaboration means open, timely communication and a commitment to keeping the team’s progress going. Check your emails and messages regularly and answer them promptly—even if it’s “I’ll get back to you.”

**Address Conflicts in a Healthy Manner.** Be honest, direct, and compassionate when talking with someone with whom you have a conflict. Make conflict resolution a priority. Don’t let things fester. Above all, avoid making conflicts personal. Debate should never include putdowns or reference someone’s nationality, gender, religion, or other personal characteristics. If you are unsure of how to handle a conflict, ask for help. Those who are asked should be responsive but can refer to someone other than themselves if unable to be helpful.

**Be Considerate When Stepping Down from a Project.** People engaged in different projects come and go. When you leave or disengage from the community, in whole or in part, we ask that you do so in a way that minimizes disruption to the theater. Please tell someone (a Board Member or project manager) you will no longer be available for a certain project and take the proper steps to ensure that others can pick up where you leave off.

**Be Considerate When Joining a Project or Committee.** The Suffield Players welcome new thoughts and ideas, with the expectation that past practices or policies will be respected even as they evolve. New team members should be able to ask current members for guidance, context, and support without fear of rejection.

**Be Honest.** Sometimes the hardest thing to say is “no” or admit you’ve forgotten to do something. Be honest with each other and yourself regarding what you say and to what you can realistically commit.

**Exercise Discretion and Confidentiality.** Depending on your role, you will be privy to various levels of information. As a volunteer you are expected to keep confidences and minimize gossip. Be mindful that you represent the Suffield Players with your words and actions.