



## **CODE OF ETHICS, CONDUCT AND DRESS POLICY**

### **PURPOSE**

This policy reflects the code of conduct, ethics and dress requirements of performers, board members, and volunteers of Lyrical Opera Theater ("LOT") to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of LOT, we must practice honesty and integrity in fulfilling our responsibilities and obligations to LOT. We are one race, the human race, comprised of various ethnicities, gender, gender identity, color, background, income level, education, income, national origin, religion, origin, military status, family status, or any other category.

LOT does not condone any form of racial inequity, systemic racism and present social injustice. All lives matter and activities that separate, underrepresent, discourage, restrict or prevent inclusion of all is a direct violation of LOT policy, vision, mission and values.

### **POLICY**

LOT is committed to a business environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, LOT expects that all relationships among persons fulfilling LOT duties will be business-like and free of explicit bias, prejudice, and harassment.

LOT has developed this policy to ensure that all those working to fulfill its mission and duties can work in an environment free from unlawful harassment, discrimination, and retaliation. LOT will make reasonable effort to ensure that all involved are familiar with these policies and are aware that any complaint in violation of such policies will be promptly, fairly and thoroughly investigated and resolved appropriately.

Any associate who has questions or concerns about these policies should talk with the director of human resources.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business-related social

activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. Labor law and the policies of LOT prohibit disparate treatment based on sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of engagement. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

### **Equal engagement opportunity**

It is the policy of LOT to ensure equal engagement opportunity without discrimination or harassment based on ethnicity, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. LOT prohibits any such discrimination or harassment.

### **Retaliation**

LOT encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of LOT to investigate such reports promptly and thoroughly. LOT prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### **Code of Conduct**

The Board of Directors, performers and volunteers of/for LOT are expected to adhere to high standards of ethical conduct. Although it is impossible to describe all conduct that is addressed, this policy specifically requires the following:

1. Dedication to LOT's mission, vision and core values and recognition that the chief function of LOT at all times is to serve the best interests of our customers, community and non-profit structure.
2. The responsible and prudent management of LOT's funds and assets.
3. Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
4. Full, fair, accurate and timely disclosure of relevant facts in all reports and documents dealing with matters of program service, governance, and non-profit administration.
5. Compliance with all applicable governmental laws, rules, and regulations.
6. Treatment of all persons with respect, equality, equity and fairness regardless of ethnicity, religion, color, gender, gender identity, sexual preference, mental or physical disability, age or national origin.
7. Understanding of own biases, where they come from and how they impact decision on making.
8. Respect and protection of confidential and/or privileged information to which we have access in the course of our duties.

9. Awareness of personal circumstance, privilege and how it could color opinions, actions, decisions.
10. Active respectful awareness and acknowledgment of other cultures and ethnicity contributions and how they can be incorporated in LOT environment and organization.
11. Awareness of diversity representation of performers, artists, volunteers and outreach programs impact of representation.
12. Look for opportunities to support and engage with businesses, vendors, artists of underrepresented communities, ethnicities, gender, color.
13. Point out and discourage racist jokes or statements.
14. Prompt internal reporting of code violations to an appropriate person or persons within the Board of Directors or the Human Relations Officer.
15. Personal accountability for adherence to this Code of Conduct.

### **Reporting Violations**

The Code addresses LOT's open-door policy and suggests that Board members, performers and volunteers share their questions, concerns, suggestions or complaints with someone who can address them properly. You are encouraged to speak with any member of the board of directors for whom you are comfortable in approaching. Alternatively, you can take your questions, suggestions or concerns to the Human Relations Officer.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Dress Code & Personal Appearance**

LOT's atmosphere is maintained, in part, by the image performers and LOT representatives present to customers, vendors, donors and others. All performers and representatives are expected to be neat, clean, and groomed appropriately for the type of the performance or function for which they are participating in and in keeping with personal safety.

#### **The following guidelines apply to anyone representing LOT in any event:**

1. Business and or formal wear, such as slacks, dress shirt, jacket, or suit coat, ball gown, skirt and blouse or evening wear.
2. Footwear, dress shoes or heels, that are well maintained and clean. If you're on stage, sports shoes (sneakers and such), flipflops, slippers are not appropriate for performance events.

3. Dress and skirts should be no shorter than at or near one inch above the knee or longer. Necklines should be of a reasonable depth so as to avoid excessive displays of cleavage. Clothing should be well-fitting and not overly translucent as to be excessively revealing.
4. Hair, jewelry, and other items of clothing should be worn in such ways as not to attract inordinate attention and distract from the performers' performance or create safety hazards.
5. Clothing and personal hygiene should be regularly maintained to avoid causing discomfort to others.

Employees with special needs or questions regarding dress and grooming standards should contact a member of the board or the human relations officer.

### **1.1. Code of Conduct**

#### **General rules of conduct are designed to:**

- Promote the smooth functioning of LOT as a whole;
- Ensure safety of all members, performers, volunteers and customers;
- Maintain good and respectful relations;
- Define acceptable and unacceptable behavior; and
- Establish a means of dealing equitably and uniformly with problems.

#### **Other General Misconduct Examples:**

1. Damage, loss, or destruction of any LOT rental items such as costumes, props or equipment due to negligent, willful, or careless acts.
2. Being under the influence of, or using alcohol, marijuana, or illegal drugs during performance and official rehearsal periods.
3. Theft, misappropriation, or unauthorized possession or use of property, documents, information or funds belonging to LOT.
4. Divulging confidential information of any kind to any unauthorized person(s) or without an official need-to-know requirement.
5. Obtaining unauthorized confidential information pertaining to customers, performers, volunteers or members.
6. Failure or refusal to perform duties as defined by contract.
7. Negligence in observing fire prevention or safety regulations, poor housekeeping or reporting of unsafe conditions.
8. Fighting or any threat there-of, abusive language, threatening, intimidating, or coercing others will be cause to investigate the incident and determine appropriate action there-upon.
9. Rude, discourteous, or unprofessional behavior creating discord with customers, performers, volunteers and board members.

10. Violation of any other commonly accepted reasonable rule of responsible personal conduct, appearance, or cleanliness while performing.

## Acknowledgement of Policy

It is the intent of Lyrical Opera Theater [LOT] to strive for high ethical conduct from all performers, board members, and volunteers. Therefore, each of the below is provided with a copy of this Policy, and any subsequent updates, and will be requested to acknowledge and sign this Code. This acknowledgement will be kept on file with a copy of any applicable contract. Artists under the age of 18 will require acknowledgment by the artist as well as a parent or guardian.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Print Name \_\_\_\_\_

Guardian/Parent, I acknowledge that I have reviewed which the above signed/named individual the information, guidelines indicated above and that as their designated guardian authorization their acknowledgment of the policy/guidelines.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Print Name \_\_\_\_\_ Relationship \_\_\_\_\_