

Stevenage Lytton Players

Code of Conduct



Document Title:	SLP Code of Conduct
Authored by:	SLP Trustees
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1. Purpose and Scope

- 1.1. This document sets out what you can expect of the Stevenage Lytton Players (SLP) and what we expect of you as members, Friends, volunteers and staff.
- 1.2. This document is by no means exhaustive, and should be read in conjunction with these other documents:
 - SLP Health and Safety Policy
 - SLP Bullying and Harassment Policy
 - SLP Safeguarding Policy
 - SLP Disciplinary Policy and Procedure
 - SLP Complaints Policy and Procedure
 - SLP Public Behaviour Policy

2. What you can expect from us

- An induction to the Stevenage Lytton Players, including a tour of our centre.
- A responsible and practical approach to Health and Safety, Safeguarding, Equality, Diversity and Inclusion, and other policies, including regular reviews to protect members, volunteers, staff and other users of our theatre.
- Access to our policies via our website (lyttonplayers.co.uk/policies).
- An environment that promotes equality, fairness, dignity and respect for all, free from bullying, harassment and discrimination and one where the contributions of all are recognised and valued.
- A zero-tolerance approach to aggressive, verbal, racial or physical behaviour, as well as illicit drug use or alcohol abuse, either on the premises or prior to attending our centre. Any such behaviour, or reasonable suspicion of such behaviour (CCTV images may be used as part of investigations into alleged breaches), may result in the immediate ejection from the premises and termination of your Friends/membership (in accordance with para 9(4)(b) of the SLP Constitution dated 25 November 2024).
- Training in theatre skills (e.g. lighting, sound, set-building), bar, Front of House, Box office, wardrobe and costume management, props management etc. to develop your skills, if you desire.

- Support and assistance for anyone with any disability or specific need, to enable accessibility to our theatre and as many Sections as possible, providing it is safe to do so and complies with our Health and Safety policy.
- Regular and timely communication via our social media platforms, email and centre noticeboards, on upcoming shows, audition details, events, fundraisers, news and general information.
- A robust and extensive complaints procedure, as well as the opportunity to request a confidential meeting with the Membership Manager or Executive Committee to address any concerns or grievances you may have.
- Appropriate insurance cover for members, Friends and visitors to our theatre. Members and Friends are covered by separate insurance undertaking voluntary work, as long as such voluntary work is approved and authorised by the Stevenage Lytton Players.

3. What we expect from you

- Abide by this Code of Conduct, and the policies and behaviour standards of our society including those listed above, and assist us with fulfilling our commitments to members, Friends and visitors to our theatre.
- Interact with other members and visitors with respect.
- Volunteer some of your time to support the various activities of the Stevenage Lytton Players whether on- or back stage, front of house or staffing the bar.
- When not actively involved in a production, encourage ticket sales and, if possible, support the Stevenage Lytton Players by attending as an audience member.
- Abide by the rules of any theatres we use, for example, The Gordon Craig theatre.
- Attend rehearsals/meetings/events on time and as agreed and, when this is not possible, give reasonable notice to the organiser, as advised.
- Provide up-to-date contact and emergency contact information as necessary.
- Pay any fees or subscriptions due in a timely manner (within one month of your annual renewal date).
- Act as an Ambassador for the Stevenage Lytton Players, actively promoting positivity, both within and outside the society, including online.
- Be a positive member of the Lytton Players and raise any issues of concern in a timely manner via the appropriate channels. Our Complaints Policy and Procedure document has the details.
- If possible, join our Facebook groups and/or follow us on social media channels to stay up-to-date on our activities.
- Support the promotion and marketing of Lytton Players online via Like and Share.
- If applicable, use our and the mosque's car parks, with due consideration of other users, including respecting accessible "blue badge" parking spaces. Please note, we will not be held responsible for any damage to, or theft from, vehicles parked on our property.

4. Reviewing This Policy

4.1. The Trustees will review this policy at least annually or earlier if:

- legal or regulatory changes occur,

- related policies are updated, or
- an incident highlights the need for revisions.

4.2. Feedback from members may be considered when updating the policy.

Approved by the Trustees of the Stevenage Lytton Players

13 December 2025

Signatories:

I have read, understood and agree to comply with this policy.

Name	Signature	Role	Date