



Professional Conduct Policy

The Other Acting School's students and instructors are bound by our Professional Conduct Policy.

Compliance with law

All students and instructors must protect our school's legality. They should comply with all environmental, safety and fair dealing laws. We expect students and instructors to be ethical and responsible when dealing with our school's finances, performances, classes, partnerships and public image.

Respect in the workplace

All students and instructors should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Students and instructors should communicate respectfully in all situations from performance evaluation to interpersonal relations.

Protection of School Property

All students and instructors should treat our school's property, whether material or intangible, with respect and care. Students and instructors:

- Shouldn't misuse company equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes copyright and other property (information, reports etc.) Employees should use them only to complete their duties.

Professionalism

All students and instructors must show integrity and professionalism in the workplace:

Personal appearance

All students and instructors must follow our dress code and personal appearance guidelines.

Dress appropriately for the situation at hand. Come to studio classes in movement-appropriate clothing with no jewelry or buckles.

Wear enclosed shoes and character appropriate clothing (when asked to) in acting class.

-Wear neutral, solid tones whenever possible. Avoid patterns and logo wear that is distracting.

Absenteeism and tardiness

Students and instructors should follow their schedules. We expect "higher-than-normal" commitment to scheduled activities. This is in direct relation to expectations in the professional environment. Call times are sacrosanct in film and theatre. Missing them has serious consequences to your career. Absenteeism and tardiness is recorded, assessed and may be considered disruptive and inappropriate behaviour.

Conflict

We expect students and instructors to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their best.

Work-related behaviour

Students and instructors should communicate in a friendly and collaborative manner. They should try not to disrupt the workplace or present obstacles to the work through:

- Competitive behaviour
- Aggressive, antisocial or isolating behaviour
- Poor listening skills
- Failure to recognize the contributions of others
- Unsupportive or hurtful comments
- Receiving notes and advice well
- Receiving compliments and awards well.

Policies

Students and instructors should read and follow all our policies. If they have any questions, they should ask for clarification from the head of the school.

Date of policy: 30 November 2018