

*The Tallahassee*  
**BALLET**  
**CODE OF CONDUCT**  
(March 2023)

The Tallahassee Ballet (TTB) expects all members of the TTB community to uphold the values of artistic excellence, compassion, integrity, inclusiveness, collaboration and global citizenship upon which TTB's legacy is being built. Members of the TTB community are expected to assume responsibility for their behavior and conduct and must abide by the rules and regulations set forth by TTB.

Accordingly, TTB adopts this Code of Conduct to ensure that TTB fulfills its responsibility to provide a safe and secure environment where all individuals associated with TTB are treated in a respectful and fair manner during all interactions relating to TTB activities, affairs and business whether in person or through electronic forms and devices.

***Section I. This Code applies to all of us in the TTB community including every employee, board member, faculty member, student, dancer, intern and volunteer.***

**A. Board**

The Board of Directors (each, a "Board") has adopted this code of business ethics and conduct (this "Code"), which is applicable to all members of the TTB community, and each Board member shall, among other things:

- promote honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
- promote compliance with applicable governmental laws, rules and regulations;
- refrain from harassing fellow Board Members or other members of the TTB community;
- refrain from disparaging or defaming anyone in the TTB community;
- shall comply with governing documents;
- require prompt internal reporting of breaches of, and accountability for adherence to, this Code; and
- deter wrongdoing.

This Code may be amended only by resolution of the applicable Board.

**B. Employees, Faculty, Intern, Volunteers**

Each employee, faculty, intern, and volunteer owes a duty to TTB to act with integrity. Integrity requires, among other things, being honest, fair and candid. Deceit, dishonesty and subordination of TTB's interests to personal interests are inconsistent with integrity. Service to TTB shall never be subordinated to personal gain and advantage.

Each member must:

- adhere to all directives of the applicable Board and all lawful policies and procedures approved by the Board;
- perform all services to TTB faithfully, diligently, and to the best of their abilities and in accordance with the direction of the applicable Board;
- use their reasonable efforts to promote the success of the Companies;
- not, directly or indirectly, do anything, or permit anything to be done at his or her direction, inconsistent with his duties to TTB or opposed to TTB's best interests;
- ensure that the work environment is free of discrimination or harassment due to race, sex, age, religion, national origin or disability;
- act with integrity, including being honest and candid while still maintaining the confidentiality of TTB's information where required or in TTB's interests;

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- observe all applicable governmental laws, rules, regulations and regulatory orders applicable to such person or to TTB;
- adhere to a high standard of business ethics and not seek competitive advantage through unlawful or unethical business practices;
- deal fairly with each Company's customers, suppliers, competitors and employees;
- refrain from taking advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair-dealing practice;
- protect the assets of TTB and ensure their proper use as theft, carelessness and waste of assets have a direct impact on TTB's profitability;
- use TTB's assets for legitimate business purposes only; and,
- avoid conflicts of interest, except under guidelines or resolutions approved by the Boards (or an appropriate committee of the Boards); anything that would be a conflict for a person subject to this Code also will be a conflict if it relates to a member of his or her family or any business a part of which is owned, controlled or financed by him or her or any member of his or her family ("Affiliates").

### **C. Students, Dancers**

TTB is committed to creating an atmosphere that is dedicated to the success of each dancer. In order to develop and maintain this environment, TTB dancers must adhere to the following policies:

- To serve as a role model with exemplary discipline and behavior and to uphold the highest standards of dance training;
- To comply with all policies, rules, and the code of conduct as outlined, including treating TTB Faculty and Staff with respect and courtesy;
- To attend all required classes and engage fully in those classes; and
- To attend all scheduled meetings, rehearsals, events, lectures and TTB-provided services whether scheduled by TTB Faculty and Staff, and arrive punctually for said meetings.

The following list, while not exhaustive, identifies behavior that violates the values of TTB and may result in disciplinary action, up to and including possible dismissal.

- Harassing, discriminatory or abusive conduct or language, including emotional or verbal bullying and threats or otherwise violating TTB's Non-Discrimination & Anti-Harassment policies (*See* the attached Non-Discrimination & Anti-Harassment policy);
- Posting statements about TTB on social media of any kind that are false, misleading, defamatory, obscene or harassing;
- Disclosing confidential or sensitive business information about TTB when not authorized to do so;
- Using the TTB telephone, mail or other employer-owned systems or equipment in an unauthorized manner, including by downloading software without approval from the CEO;
- Creating a dangerous or hazardous condition, including disruptive or disorderly conduct such as physical bullying, hazing, or horseplay;
- Injuring the person or property of others, including but not limited to theft and vandalism;
- Using or possessing weapons of any nature, fireworks, or an any article used in a dangerous or menacing manner;

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- For students and dancers, using, possessing, or being under the influence of or impaired by illegal drugs, alcohol and tobacco products while on TTB premises or while studying at or dancing on behalf of TTB regardless of location;
- For all members of the TTB community who are not students: (1) using, possessing, or being under the influence of or impaired by illegal drugs while on TTB premises or while working for, or acting on behalf of TTB regardless of location; (2) using tobacco products while on TTB premises; and (3) being impaired by alcohol while on TTB premises or while working for, or acting on behalf of TTB regardless of location. Consumption of alcohol is not banned on TTB premises, however TTB community members are required to use good judgment and never drink in a way that leads to impaired performance or inappropriate behavior, endangers the safety of others, or violates the law;
- Using or possessing prescription medications in a manner not prescribed by a medical professional, or the misuse and abuse of prescription and/or over-the-counter medication;
- Falsifying records or documents submitted to TTB;
- Giving unauthorized visitors access to TTB facilities;
- Repeated tardiness or extensive absences from assigned duties, classes, rehearsals, performances and/or other activities without notification or approval;
- Failing to comply with a staff member's reasonable request and/or being disrespectful to members of the TTB community; and/or
- Otherwise violating the law, safety rules, practices, policies, procedures and/or rules of TTB.

***Section II. The following additional prohibitions apply to faculty, employees and other members of the community who interact with dancers and/or are involved with dancer programs and activities.***

- Engaging in any personal relationship with students or chaperones, or having intimate physical contact with any individual affiliated with the program other than a fellow faculty member or fellow adult dancer (*See Non-Discrimination & Anti-Harassment policy*);
- Sharing or disclosing any information outside of the ordinary course of business concerning a student or TTB programs to any person not specifically authorized to receive such information. This includes information concerning assessments, behavior, health, family background and/or finances;
- Traveling alone with students or chaperones without explicit authorization from the program's CEO;
- Displaying or having in plain view inappropriate material (books, magazines, videos, music, etc.) in any form or format; and/or
- Borrowing or lending money or other items of value to dancers or chaperones.

***Section III. The following is a list of additional responsibilities which apply to TTB dancers.***

**The Tallahassee Ballet  
Non-Discrimination and Anti-Harassment Policy**

1. Introduction & Policy Overview

- a. The Tallahassee Ballet (TTB) is committed to maintaining a safe and healthy educational and work environment that promotes respect, dignity and equality, and is free from all forms of harassment,

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exploitation, intimidation, discrimination and retaliation. These behaviors are demeaning to all persons involved and they are unacceptable conduct.

- b. TTB prohibits discrimination and harassment of any kind towards any member of the TTB community. This “Policy” provides guidelines to identify unacceptable conduct, and it outlines the reporting system that members of TTB can use after experiencing or observing discriminatory or harassing conduct. Instances of possible discrimination or harassment will be investigated whenever management receives a report or suspects that possible discrimination or harassment is occurring. Those found to have engaged in discrimination or harassment will be subject to disciplinary action, including possible termination, dismissal or expulsion from TTB. Certain forms of discrimination and harassment are also unlawful.
- c. This Policy applies to all members of the TTB community, including full-time and part-time employees, faculty, accompanists, interns, volunteers, dancers, and the Board of Directors.

## 2. Prohibited Conduct

### a. Discrimination

- i. TTB prohibits discrimination of any kind, including discrimination against any individual based on actual or perceived race, color, religion, creed, sex, gender, gender identity and expression, pregnancy, sexual orientation, national origin, age, disability, genetic information, marital status, partnership status, domestic violence victim status, caregiver status, veteran status, alienage or citizenship status, or any other protected characteristic as established by applicable federal, state, and local law.
- ii. Discrimination includes treating an applicant, employee or dancer less favorably because of a protected characteristic. Discrimination is prohibited in any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, benefits, and any other term or condition of employment.
- iii. Certain forms of discrimination are also illegal.

### b. Harassment

- i. TTB prohibits harassment of any kind. Harassment includes any course of conduct that is known, or should reasonably be known, to be unwelcome that: (a) becomes a condition of continued employment or education and/or (b) is severe or pervasive enough to create a work or school environment that a reasonable person would consider intimidating, hostile or abusive. The subject of the conduct is not required to verbalize that the conduct is unwelcome. The conduct can be verbal, non-verbal, or physical. For example, behavior that violates this policy includes derogatory conduct based on a person’s actual or perceived protected characteristic such as:
  - 1. Telling offensive jokes, making threats, insulting, teasing, mocking, degrading, ridiculing or making derogatory comments or slurs;
  - 2. Displaying or transmitting derogatory posters, photographs, cartoons, drawings, gestures or racially offensive-symbols; and
  - 3. Engaging in bullying, inappropriate physical contact, assaults, unwanted touching, blocking normal movement or stalking.
- ii. Harassment does not include professional criticism (including dance instruction and critique), as long as that criticism is made in a professional manner.

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- iii. Any theatrical/dance depiction of harassment included within a TTB production is not actionable under this policy.
  - iv. Certain forms of harassment are also illegal.
- c. Sexual Harassment
- i. TTB prohibits sexual harassment of any kind. Sexual harassment can occur between males and females, or between persons of the same sex.
  - ii. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
  - iii. Sexual harassment is not limited to conduct of a sexual nature, however, and can include offensive remarks about a person's sex or gender.
  - iv. Certain forms of sexual harassment are also illegal.
  - v. Examples of conduct that is prohibited under this policy include:
    - 1. Subtle or obvious pressure for unwelcome sexual activities;
    - 2. Unwelcome or derogative comments or jokes about a person's gender, sex life or sexual preference;
    - 3. Bragging about sexual prowess or questions or unwelcome discussions about sexual activities;
    - 4. Leering, whistling, or other suggestive or insulting sounds;
    - 5. Posting or circulating offensive pictures in print or electronic form;
    - 6. Gender-related verbal abuse, threats or taunting;
    - 7. Unwelcome physical contact of a sexual nature;
    - 8. Stereotyping based on gender or sexual orientation;
    - 9. Using the submission to or rejection of unwelcome sexual advances as a basis for employment or education decisions concerning the recipient of the advances; and
    - 10. Engaging in conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's work performance or limiting a student's ability to participate or benefit from an education program or activity and/or where submissions to such conduct is made a term or condition of the individual's employment or participation in an educational or school activity.
- d. Bullying
- i. TTB is committed to maintaining an environment that is free from bullying.
  - ii. Bullying is behavior by an individual or group that is intended to hurt another individual or group either physically or emotionally. Bullying can take many forms – between individuals and groups; between professional colleagues; between and among dancers; between dancers and staff; face-to-face; indirectly or using a range of cyberbullying methods (via text message, social media or otherwise through electronic means).
  - iii. Bullying is unacceptable and will not be tolerated in the TTB community.
  - iv. Certain forms of bullying may also be illegal.

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3. Physical Contact Guidelines

Physical contact is necessary for corrective purposes in the course of teaching/coaching during TTB programs, training, rehearsal and/or instruction. TTB community members must demonstrate exemplary professional behavior when engaging in any physical contact during the course of teaching/coaching, training, rehearsal and instruction.

4. Relationships Prohibitions and/or Requirements

a. Teachers and Employees Involved with Dancers

- i. Intimate, romantic and/or sexual relationships between teachers or employees and dancers are not permitted. Any display or demonstration of sexual activity or sexual advances of any kind between employees and dancers is strictly prohibited.
- ii. Teachers and employees are expected to act at all times in a manner that is consistent with their role as educators, and to be mindful of the proper boundaries that must be maintained in interactions with dancers. Careful attention is required in such areas as physical contact, communications in and outside the classroom, meeting with students in appropriate settings, and the proper application of TTB rules.
- iii. Teachers and employees should be guided by the principle that conduct should not even create the appearance of impropriety, whether or not the conduct actually constitutes sexual activity/advances or sexual harassment. Accordingly, while not an exhaustive list of prohibited conduct, faculty members and employees shall not:
  1. Be alone with a dancer in a room or hotel room during dance-related travel;
  2. Dine alone with a student where the interaction could be perceived (by that dancers or others) as a romantic advance;
  3. Make lewd or sexually explicit jokes or references in the presence of dancers or staff; and/or
  4. Intentionally arrange to be alone with a dancer in an enclosed place where they cannot be observed by colleagues. Doors should remain open during dancer-teacher meetings unless another adult is present.

5. Reporting & Investigating Instances of Possible Misconduct

- a. Reports should be made to the CEO of TTB. If an individual would like to remain anonymous, please put a message in the TTB Input Box located in the lobby.
- b. Reports should be made in good faith and as soon as possible. Reports should be made by anyone within the TTB community that is a witness to or is notified of a situation involving misconduct that has occurred in connection with TTB, its activities or programs, or on TTB premises. This is especially important where children or criminal conduct is involved as there may be legal reporting requirements that members of the TTB community must comply with.
- c. Under TTB's policy, all persons who participate in the reporting process in good faith are protected from retaliation.
- d. All reports of misconduct will be treated seriously and will be promptly investigated.

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- i. TTB expects that all members of the TTB community will cooperate fully and truthfully during any investigation undertaken by TTB.
  - ii. At the conclusion of the investigation, TTB will advise any individual who has made a report under this policy that the investigation has concluded and share any information as may be appropriate under the circumstances.
  - iii. If it has been determined that a violation of TTB s policy has occurred, prompt remedial action will be taken as determined by TTB, which may include termination or dismissal from TTB.
- e. TTB will make every effort to maintain confidentiality in addressing reports of misconduct including sexual harassment. There may be times, however, when the identity of parties involved in an incident must be revealed to other appropriate individuals or agencies during an investigation.
  - f. The CEO will maintain records of all reports of harassment. Copies of reports will also be placed in personnel files for all employees, faculty or dancers that are alleged to have violated this policy. TTB will review personnel records prior to making any employment decisions.
6. Training & Awareness

Members of the TTB community shall be notified and trained on this policy on an annual basis. CEO will maintain training records.

I acknowledge that I have read **The Tallahassee Ballet Code of Conduct** and agree to abide by the rules and regulations set forth by TTB.