

## ACPA CODE OF CONDUCT

This ACPA Code of Conduct (“Code”) governs the behavior of all persons who may perform work at the Alaska Center for the Performing Arts (“Center”) in Anchorage, Alaska. All individuals (“Individuals”) working at the Center are obligated to abide by this Code at all times.

1. **GENERAL STANDARDS OF CONDUCT:** Individuals will act in a professional, polite, respectful and courteous manner towards all others who are present at the Center. Individuals shall refrain from any conduct which could bring discredit to themselves, the Center or any other employer, including yelling, swearing, or physically threatening another Individual.
2. **DISCRIMINATION OR HARASSMENT:** Individuals shall not engage in any act of unlawful discrimination or harassment. Unlawful discrimination/harassment/sexual harassment includes discriminatory or harassing acts directed toward another or committed in the presence of another, which are unwelcome, based on the other’s gender, sexual orientation, religion, race, ethnicity, physical or mental handicap, or any other protected class or as prohibited by law.
3. **CONFLICTS OF INTEREST:** Individuals shall not engage in any activity, such as personal business or solicitation while “on duty” at the Center, which detracts from or interferes with the purpose for which the Individual or others are present at the Center.
4. **CONTROLLED SUBSTANCES:** The illegal use, sale, or possession of a controlled substance (illegal drugs, prescription drugs, or alcohol) by an Individual while working at the Center is prohibited.
  - a. Off-premises use of a controlled substance, which adversely affects an Individual’s on-the-job performance, and/or such use jeopardizes the safety of others, is prohibited.
  - b. If a supervisor, suspects impairment by controlled substance use and determines that an Individual has violated Paragraph #4 of the Code, the Individual may be expelled from the premises and otherwise disciplined as appropriate.
  - c. If the Individual suspected of impairment wishes to contest, the Individual may request that a controlled substance test be performed immediately. If testing is available, an appropriate test will be performed at the expense of the Center or the Individual’s employer.
    - i. If the test is negative, the Individual will be compensated for all lost time.
    - ii. If the test is positive, the Individual will be dismissed from working at the Center for a period of time to be determined by the ACPA President/COO.
    - iii. If a test is not available, the Supervisor will consult with ACPA President/COO to determine a course of action.
5. **GIFTS AND GRATUITIES:** Individuals may not seek out or request gifts or gratuities, but may receive gifts and gratuities, which are traditional in the industry and awarded through proper channels for rewarding good performance. Allowable examples: tips at food service areas, bonuses through payroll distribution, employer to employee gifts like gift cards, meals, etc.

6. **POLITICAL OR SPECIAL INTEREST ACTIVITY:** Individuals shall not engage in any conduct or activity at the Center, where activity (a) is intended to support or oppose any political or other special interest, and (b) interferes with or detracts from any authorized activity at the Center, including harassment or bullying of other workers for political affiliations.
7. **GROOMING AND APPEARANCE:** Individuals shall dress in neat, clean clothes or uniforms, when provided, and maintain their hair appropriately to their position or job duties.
8. **SMOKING:** Smoking or vaping is not permitted inside the Center and not within 20 feet of any entrance. Pursuant to *Alaska Statute Sec. 18.35.300*.
9. **FIREARMS:** Individuals may not possess firearms at the Center at any time. Pursuant to *Alaska Statute Sec. 11.61.220(a)(2)*
10. **CONFIDENTIALITY:** Individuals who receive or come into possession of proprietary or confidential information concerning Center operations or the activities of Center clients, must maintain the confidentiality of such information and shall not disclose or release such information to any person or entity not authorized to receive the information.
11. **MEDIA TRANSACTIONS:** Individuals are prohibited from responding to any inquiry from the media concerning Center operations or the activities of Center clients. All contacts with or inquiries from the media must be referred to ACPA President/COO or appropriate event management staff.
12. **SAFETY:** The Center promotes healthy and safe working conditions by complying with applicable state and federal occupational health and safety requirements. Individuals are responsible for maintaining healthy and safe working conditions and reporting any unhealthy or unsafe working conditions, immediately upon discovery, to an immediate supervisor or the Center's lead production or facility representative on site.
13. **ABUSE OF PROPERTY OR EQUIPMENT:** Individuals shall not intentionally or negligently abuse, damage, or destroy Center property or equipment or the property or equipment of Center users.
14. **CENTER ACCESS:** ACPA Security maintains control of all building and backstage access at all times. Individuals shall not grant access to the Center to any unauthorized persons. All Individuals must enter the Center through Security and confirm their authorization through a verified manifest, or as an official employee of the Center. ACPA personnel have authority to stop any Individual on the premises at any time to confirm authorization for access or presence in any area of the Center. Improper use of keys, door codes, providing access to unauthorized persons, or any other inappropriate behavior regarding access may result in immediate dismissal from the premises.

Updated 12.13.2022 by ACPA Management