

This document is intended to promote a conducive, ethical, and respectful learning and working environment for all personnel involved in the STAGE Camp digital workshops by Singapore Repertory Theatre (SRT), and to ensure that SRT complies with all applicable laws and regulations. It aims to set high standards of integrity and ethics, to minimise discord, and to promote a safe and conducive online learning environment.

1. Application

These guidelines apply when parties are engaged in activities with SRT.

2. General Expectations

Parents / Guardians agree to:

- Be present with the participant, on a full-time supervisory basis, and to log in and out of Zoom accounts and workshops on their behalf;
- Ensure the punctuality of the participant wherever possible;
- Minimise external disruption to lessons, wherever possible;
- Treat one another, workshop leaders, and SRT staff with respect and cordiality;
- Ensure that both they and the participant are situated in and participating from an appropriate venue, or with an appropriate neutral background, during the workshop;
- Ensure that both they and the participant are in appropriate attire for the duration of the workshop;
- Inform relevant SRT staff members about absences at least 2 hours prior to the session commencing;
- Not to record the workshops conducted in any way for personal or public use;

Participants agree to:

- Be punctual for the allocated time slots for the camp's activities, participate constructively in all activities, and to always be prepared;
- Treat one another, workshop leaders, and SRT staff with respect;
- Conduct themselves in a positive and polite manner;
- Ensure that they are in appropriate attire for the duration of the workshop;
- Be committed to the activities conducted, and to minimise offline and online distractions on their end;
- Not to record the workshops conducted in any way for personal or public use.

SRT agrees to:

- Maintain professionalism and impartiality in all interactions with camp participants;
- Uphold workshop and curriculum standards and consistency;
- Update all camp participants and their parents / guardians about relevant workshop details, cancellations, or changes as soon as possible;
- Provide all participants and parents / guardians with additional materials, if required and within reason;
- Ensure the maintenance of the online space as an engaging and protected space for camp implementation;
- Respond to all queries, feedback, or complaints as effectively as possible, as appropriate to the situation;
- Safeguard camp participants' personal details, and to always seek express permission if such information is to be used or shared for any reason.

3. Unacceptable Behaviour

Behaviour considered unacceptable is what most of us reasonably understand as unbecoming or inappropriate in a shared space serving the public. It includes physical and verbal violence, harassment of one person by another, or others, on any basis, including: race, religion, sex, marital status, national origin, or disability. It also includes misusing online platforms to publicise and/or distribute harmful or explicit content.

Any individual who violates the guidelines as outlined above, or exhibits unacceptable conduct, will be asked to leave the camp. Depending on the severity of the situation, the relevant authorities will be alerted.