

- Use professional language.
- Take minutes on all formal meetings regarding SATCo. (including those with external entities such as TCU/Department/etc).
- All communication must be done through email, and cc SATCo (other than time-sensitive issues, in which case text or messenger is acceptable, but must be then transcribed and sent to the email if relevant to the board and staff).
- Ensure that the way you conduct yourself on the board is relevant to your specific role in the company.
- Don't interrupt people.
- Maintain a democratic dialogue.
- No official SATCo document should be deleted, but rather archived, with the approval of the board and staff. (This includes emails).
- Direct any concerns from the student body to the year reps. They can then forward it to the appropriate person on the board.
- No personal information should be discussed on SATCo time.
- When relaying any information on behalf of SATCo, be sure that it is accurate and up to date.
- Physical, verbal, and emotional harassment is unacceptable.
- If there are conflicts within the board or staff, bring them forward to the GM. If the issue is with the GM, bring them to the Faculty Liaison or the Production Manager of the Phoenix Theatre.
- Document any incidents immediately, preferably in a digital format in the SATCo Drive.

### Confidentiality

- Keep all private SATCo information confidential. This includes:
  - All voting for year reps must stay confidential. The only information that can be released is who won, not specifying by how many votes.
  - All discussion of confidential details about SATCo seasons and productions should remain confidential, and should not be shared with the public.
  - Identifiable information about students that have brought forward questions or concerns.
  - Hiring or termination of SATCo staff and board.
  - Job postings/ time-specific announcements (ie. submissions, voting, etc.) that have not been publicly posted.
  - Interpersonal conflicts within the staff and board.