

Colm
O'Callaghan <[REDACTED]>

to: Colm O'Callaghan
<[REDACTED]>

cc: Georgia Gilbert
<[REDACTED]>

bcc: [REDACTED]
h buday <[REDACTED]>
alan dukes <[REDACTED]>
[REDACTED]

Robyn Nevin

[REDACTED]

----- Forwarded message -----

From: Colm O'Callaghan <[REDACTED]>
Date: 8 October 2015 at 16:37
Subject: Hello Lear
To: Colm O'Callaghan <[REDACTED]>
Cc: Georgia Gilbert <[REDACTED]>

Hello *King Lear* company,

Looking forward to seeing many of your familiar faces next week, and to meeting those who will be working at STC for the first time.

I'm dropping you a line to say 'hello' before we kick-off next week, and mainly to go through some house-keeping. This past year STC has updated all of its organisational policies and for the first time created a Social Media Policy. I'm sure most of you are well aware of these policies, but as a matter of course we're communicating these updates to all of our artists in the coming year, and introducing the Social Media Policy.

Also, something for you all to mark in your diaries – STC Life Patrons and *King Lear* production patrons, David Fite and Danita Lowes, are hosting a cocktail party for the *King Lear* company immediately after rehearsals on Friday 23rd October in their home in Longueville. So that everyone can get there with ease and indulge in more than one drink, we're providing transport for anyone who wants it. I'll be in touch about this again closer to the time, but do let me know if you can't attend for any reason.

In the meantime, let me know if you have any questions at all. Have a great weekend and see you all Monday morning. Now, those policies I mentioned, see below...

Best wishes,

Colm

Colm O'Callaghan | Company Manager

Sydney Theatre Company

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Social Media Policy

We've made a policy that encourages the use of social media, whilst also providing guidelines for responsible use that respects copyright of images, the production design in question and any trade secrets of a production.

This is particularly pertinent as aspects of the set and costume designs start to arrive into the rehearsal room and of course when production week arrives. If any of you are avid Instagram, Facebook or Twitter users, keep those photos coming as we enjoy and value being able to share insider images like that to followers and our audience members. At the same time we also ask that you seek approval for any images that specifically use either actual costume or set design in them, and as such any photos or footage of any part of the design or in the venue are not allowed. The main reasons behind this are two-fold: namely as we want to protect the rights of designers and their copyright of their work. And secondly, so that no spoilers occur unwittingly for the buying public.

Drug & Alcohol Policy

As you all know we pride ourselves in being a company that cultivates opportunities for us to socialise together, especially around our new and improved 'Bar at the End of the Wharf'. Whether one enjoys the non-alcoholic or alcoholic beverage to unwind after a day's work it's very important to us that you, as cast and creatives, feel comfortable and welcome to do so at our Bar. At the same time it's important that we continue to be responsible about the consumption of drugs or alcohol. We have a 'zero tolerance' policy in terms of alcohol consumption when you are on any work call for rehearsal days, during production week and performance calls.

OH&S Policy

Any of you who may have sustained work-related injuries with us here at STC know that we have insurance and work-cover with QBE that can be used to cover costs of most work-related injuries. Your SM and I will manage this with you, but essentially if you have any incident or injury occur we ask that you fill an

Incident Report out and we take it from there. Naturally STC doesn't cover the costs of any common ailment such as a cold or flu. It needs to be a work-related injury.

Our SMs have hard copies of these policies posted on the rehearsal room noticeboard if you want to have a further read, and of course feel free to ask any questions.