



# **Bendigo Theatre Company Inc.**

## **CODE OF CONDUCT**

This Code of Conduct is designed to clarify Bendigo Theatre Company's expectations on how members, performers, production staff and all volunteers must conduct themselves whilst involved in the activities of the company. By following this Code of Conduct, your reputation, and the brand and reputation of Bendigo Theatre Company, will be upheld and protected.

The Code also seeks to provide for a safe, enjoyable and equitable environment for all, in the undertaking their role within Bendigo Theatre Company.

### **Aim**

Bendigo Theatre Company is committed to ensuring the integrity and highest ethical standards in respect of our members, our staff and our volunteers. Underlying this commitment is the need for Bendigo Theatre Company to ensure that all persons contributing to the success of Bendigo Theatre Company act with dignity, honesty, integrity and with respect towards others.

As an extension to the Companies "Statement of Purpose" this code seeks to improve the theatrical skills of performer's, production staff and volunteers by making the theatrical experience attractive, safe and enjoyable for all.

### **How Does the Code of Conduct Apply To You?**

Every member, performer, production staff and volunteer of Bendigo Theatre Company is expected to perform his/her role in accordance with this Code of Conduct.

Performers and production staff are encouraged to:

- Participate, for the enjoyment you will receive through theatrical performance,
- Work equally for yourself and the production, the production will benefit and so will you,
- Abide by the principles of theatre etiquette,
- Abide by the policies and practices of Bendigo Theatre Company as they apply,
- Co-operate with the director, all members of the production team and fellow cast members,
- Commit wholeheartedly to the production, rehearsals and activities.

### **The Director**

- You have the responsibility for your cast and production team -exercise it.
- Be reasonable in your demands on performers' time, energy and enthusiasm. Remember that they have other interests and demands on their time.
- Teach your cast the principles of theatre etiquette and stage craft and encourage gratification through achievement.

Bendigo Theatre Company will provide every member, performer, production staff and volunteer with a copy of this Code and brief volunteers, where requested. If anyone has a question on the Code they should consult the Company Secretary or Production Manager in the first instance.

This Code may be amended from time to time, where necessary. Bendigo Theatre Company will distribute updated copies and changes of the Code will be expected to be adhered to.

This document is not designed to be exhaustive, but all involved in Bendigo Theatre Company activities will be expected to uphold both the letter and spirit of the Code.

### **Incorporation of Other Standards**

Bendigo Theatre Company requires that all members, performers, production staff and volunteers comply with all laws, regulations and policies governing its activities and the terms of any charters relevant to their duties.

Bendigo Theatre Company requires that all production staff and volunteers will have passed a Department of Justice, Victoria, “Working with Children Check.” (A Phased introduction applies)

In addition to complying with the above, all are expected to:

- treat everyone with dignity and courtesy;
- be fair, considerate and honest in all dealings with others;
- refrain from any behaviour which may bring Bendigo Theatre Company into disrepute;
- display control, respect and professionalism in all activities;
- observe proper meeting conduct and protocols;
- be courteous in dealings with other Bendigo Theatre Company people;
- control their temper: verbal abuse of others in the course of Bendigo Theatre Company activities is unacceptable; and not behave in any manner, or engage in any activity, whilst on Bendigo Theatre Company business which is likely to impair positive public perception of Bendigo Theatre Company Music Theatre and its members.
- Abide with the code of conduct or conditions of use, of the venue being used.

### **Discrimination, Sexual Harassment and Bullying**

Members, performers, production staff and Volunteers are expected to respect the rights, dignity and worth of others regardless of their gender, ability, cultural background or religion or of their physical or psychological disabilities.

Bendigo Theatre Company will not tolerate discrimination. Discrimination is any behaviour or practice which reflects an assumption of superiority of one group (or individual) over another or disadvantages people on the basis of their real or perceived membership of a particular group and includes such behaviour as less favourable treatment, unfair exclusion and asking discriminatory questions.

Bendigo Theatre Company will not tolerate sexual harassment. Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended.

Equally, Bendigo Theatre Company will not tolerate bullying. Bullying is behaviour that intimidates, offends, degrades, insults or humiliates another person. Bullying can be physical or psychological. Examples of bullying include:

- aggressive or frightening behaviour,
- threats of assault against a colleague or damage to their property or equipment;
- rude comments; and
- Standing in someone's way or deliberately blocking their path in an intimidating manner.

If anyone feels they have been discriminated against, bullied or harassed in any way they should immediately contact the Production Manager or Company Secretary in the first instance for immediate and confidential assistance.

### **Health and Safety**

Everyone has the right to participate in an environment that is physically and emotionally safe.

Members, performers, production staff and volunteers are asked to take responsibility for their own health and safety, ensuring that their actions do not risk the health and safety of others. All are required to take reasonable care at all times by following all lawful instructions from those in authority at Bendigo Theatre Company in its efforts towards providing a healthy and safe environment.

All hazards, accidents or injuries must be reported to the Bendigo Theatre Company representative in charge of the activity. Incident report forms are required to be completed and forwarded to the administrative officer.

### **Alcohol and Drug consumption**

Illegal or prohibited drugs are not to be consumed by Members, performers, production staff and volunteers while performing duties with Bendigo Theatre Company. Alcohol may be consumed to the extent it does not affect the comfort, safety or performance of any Member, performer, production staff or volunteer nor harm the reputation of Bendigo Theatre Company.

In the case of activities associated with a “Junior Production” no Alcohol is to be consumed by Members, performers, production staff and volunteers.

In the context of this provision, anyone exhibiting signs of being intoxicated or under the influence of alcohol, or an illegal or prohibited drug will be prevented from commencing, recommencing or continuing their activity.

### **Grievances**

If anyone has a grievance or feels that they have been unfairly treated they are encouraged to raise this issue with any member of the Committee of management or the Company Secretary for immediate and confidential assistance. The management of Bendigo Theatre Company is committed to uphold both the letter and spirit of this Code and the mediation and resolution of any grievance in an expeditious manner.

### **Breach of the Code of Conduct.**

In the case of a confirmed serious breach of the Code of Conduct the Company shall invoked:

Rule 8:-Discipline, Suspension and Expulsion of Members, and/or,

Rule 9:-Disputes and Mediation of its Constitution.