



**BENDIGO
THEATRE
COMPANY**

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CODE OF CONDUCT

This Code of Conduct is designed to clarify Bendigo Theatre Company's expectations on how members, performers, production staff and volunteers must conduct themselves whilst involved in the activities of the company. By following this Code of Conduct, your reputation and the brand & reputation of Bendigo Theatre Company will remain in high regard. The Code also seeks to provide a safe, enjoyable, and equitable environment for all in their involvement with Bendigo Theatre Company.

Bendigo Theatre Company will provide every member, performer, production staff and volunteer with a copy of the Code where requested. If anyone has a question about 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 upon request and changes of the Code will be expected to be adhered to. This document is not designed to be exhaustive, and all involved in Bendigo Theatre Company activities will be expected to uphold both the letter and spirit of the Code.

Aim

This Code seeks to promote the personal growth and happiness of performers, production staff and volunteers by making involvement with Bendigo Theatre Company a safe and enjoyable experience for all.

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

How Does The Code Of Conduct Apply To You?

Every member and volunteer of Bendigo Theatre Company is expected to perform their role in accordance with this Code of Conduct.

Members and volunteers are encouraged to:

- Participate wholeheartedly in their role in the Company.
- Work equally for yourself and the production.
- Abide by the principles of theatre etiquette.
- Abide by the policies and practices of Bendigo Theatre Company as they apply.
- Cooperate with all members of the production team and fellow cast members.

In addition to the above, senior members of the production team are expected to:

- Understand the responsibility they hold for the cast and production team.
- Be reasonable in their demands on performers' time, energy, and enthusiasm.
- Encourage the cast to learn and abide by the principles of theatre etiquette and stagecraft.
- Encourage the cast to find fulfilment through mutual achievement.

Incorporation of Other Standards

Bendigo Theatre Company requires that all members 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 members with positions of responsibility over children will have attained a valid Victorian Department of Justice and Community Safety *Working with Children Check*.

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 participating in any behaviour which may bring Bendigo Theatre Company into disrepute.
- Display respect and professionalism in all activities.
- Observe proper meeting conduct and protocols.
- Be courteous in dealings with other members of Bendigo Theatre Company community.
- Abide by the code of conduct and/or conditions of use, of the venue being used.

Discrimination, Sexual Harassment and Bullying

Bendigo Theatre Company will not tolerate discrimination in any form. Discrimination is any behaviour or practice which reflects an assumption of superiority of one person or group over another person or group, 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 the asking of discriminatory questions. Members and volunteers are expected to respect the rights and dignity of others and treat others fairly and equally regardless of their gender, ability, cultural or national background, religion, sexuality, or appearance.

Equally, Bendigo Theatre Company will not tolerate bullying. Bullying is behaviour that intimidates, offends, degrades, insults, or humiliates another person. Bullying can be physical, verbal, sexual, exclusionary, discriminatory, or visual. It can happen in person or online (cyber bullying).

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.

Examples of bullying/harassment can include, but are not limited to:

- Aggressive, frightening, or violent behaviour.
- Threats of violence against an individual or damage to their personal property.
- Rude, offensive, or unwanted comments.
- Touching or brushing against others in a sexual manner.
- Rude or unwanted SMS Messages sent to, or about, another person.
- The use of photographs of an individual or a group without consent.
- The use of social media to spread rumours or harass an individual or group.

If anyone feels they have experienced or are experiencing discrimination, bullying, or harassment, they should contact the Production Manager in the first instance. In situations where this is not possible, contact may be made with the Committee Member responsible for Human Resources, or the Company President.

Health and Safety

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

Members 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 always required to take reasonable care, follow all reasonable instructions from senior members of the

production team or Bendigo Theatre Company Committee of Management in their efforts towards providing a healthy and safe environment.

All hazards, accidents or injuries must be reported to Production Manager, Stage Manager, or Session Supervisor in charge of the activity. Incident report forms are required to be completed and forwarded to the Bendigo Theatre Company Committee of Management.

Consumption of Drugs and Alcohol

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

In the case of activities involving minors, no Alcohol is to be consumed by members, performers, production staff and volunteers.

In the context of this provision, anyone exhibiting signs of intoxication, via alcohol or other illegal or prohibited drugs, 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 the Committee Member responsible for Human Resources or the Company President for immediate and confidential assistance. The Bendigo Theatre Company Committee of Management is committed to uphold both the letter and spirit of this Code and the mediation and resolution of any grievance in a quick and efficient manner.

Breach of the Code of Conduct

In the event of small breaches of the Code of Conduct, the Company will attempt to resolve the matter by explanation of the breach and the monitoring of the situation to ensure personal learning has occurred.

In the event of serious misconduct, the Company will invoke:

- Division 2–Disciplinary Action of The Bendigo Theatre Company Constitution, Sections 19-24; and
- Division 3–Grievance Procedure of The Bendigo Theatre Company Constitution, Sections 25-29.