

# **CODE OF CONDUCT**

## **Caloundra Chorale & Theatre Company (CCTC)**

This Code of Conduct is designed to clarify Caloundra Chorale & 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 the CCTC will remain in high regard. The Code also seeks to provide a safe, enjoyable, and equitable environment for all in their involvement with the CCTC. The 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 Secretary or committee member in the first instance. This Code may be amended from time to time, where necessary. The CCTC 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 CCTC 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 the CCTC a safe and enjoyable experience for all. The CCTC is committed to ensuring the integrity of, and highest ethical standards in, our members and volunteers. Underlying this commitment is the need for the 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 the CCTC 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 the CCTC as they apply.
- Cooperate with all members of the production team and fellow cast members. In addition to the above, 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**

The CCTC 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. The CCTC requires that all members with positions of responsibility over children will have attained a valid Qld Government Working with Children Card (Blue Card). 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 the CCTC into disrepute.
- Display respect and professionalism in all activities.
- Observe proper meeting conduct and protocols.
- Be courteous in dealings with other members of the CCTC community.
- Abide by the code of conduct and/or conditions of use, of the venue being used.

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

The CCTC 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 based on 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, the CCTC 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). The CCTC 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 a CCTC committee member in the first instance.

## **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. Members and Volunteers are always required to take reasonable care, follow all reasonable instructions from members of the Production team or the CCTC Committee, in their efforts towards providing a healthy and safe environment. All hazards, accidents or injuries must be reported to the Stage Manager, or Session Supervisor in charge of the activity, who in turn will report to the CCTC committee.

## **Consumption of Drugs and Alcohol**

Illegal or prohibited drugs are not to be consumed by members and volunteers while performing duties with the CCTC. 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 the CCTC.

## **Grievances**

If anyone has a grievance or feels that they have been unfairly treated they are encouraged to raise this issue with a CCTC Committee Member or the Company President for immediate and confidential assistance. The CCTC Committee is committed to uphold both the letter and spirit of this Code of Conduct 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 8 – Section 3 (a) and 3 (d) of the CCTC Constitution.
- Division 8 – Section 4 of the CCTC Constitution.