



Code of Conduct: General

PTOP0001

Presidents Message

At The Players Theatre we are committed to providing the best theatre experience possible for our members and patrons, and to providing a safe, secure environment for all of our members, volunteers and performers especially for all children involved with the Theatre.

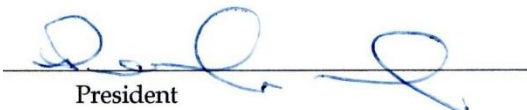
To achieve this, everyone involved with the Theatre must promote a positive, constructive environment where everyone's contribution is valued. Teamwork and respectful member relations are essential.

Everyone volunteering at the Theatre should expect to be treated, and must treat others, with respect, dignity and fairness. High standards of theatre conduct improve member morale. It also produces more effective relationships. In particular, neither bullying, nor intimidation, nor harassment will be tolerated.

This Code seeks to provide the basis for developing a positive harmonious theatre culture – a culture which reflects our core values of Respect, Empowerment, Integrity, Trust, and Accountability.

I ask everyone involved at The Players Theatre to make themselves aware of the Code, and to implement and adhere to the Code's provisions and to the Players core values on which it is based

PETER DRANSFIELD



President

PURPOSE

The Players Theatre Code of Conduct defines standards of ethical conduct that are required of everyone involved in The Players Theatre in any capacity, the outcomes we are committed to, and the behaviours which are unacceptable and will not be tolerated. The Code of Conduct is to be considered as supplementary to the existing rules set out in The Players Theatre Inc. Constitution.

The Code of Conduct assists with building a positive theatre culture.

The intent of the Code is to provide a framework to promote ethical day-to-day conduct and decision making. It does not and cannot cover every situation that can arise in the theatre.

The Code does not replace the need for common sense and common decency in how members conduct themselves.

MANDATORY REQUIREMENTS

All members and contractors of the Theatre must abide by the Code of Conduct and the principles that it promotes.

IMPLEMENTATION

The Players Theatre Secretary is responsible for ensuring that the Code is circulated to all members.

All members must be given a copy of the Code of Conduct to read and sign once their membership has been accepted.

The Players Theatre Management Committee and Committee Assistants, Stage Managers, Front of House Managers, Directors and Musical Directors must ensure that the members that they supervise are aware of and understand their responsibilities under the Code.

Positions and Responsibilities

Key positions	Responsibilities
President	To ensure the code of conduct is up to date
Secretary	To ensure the code of conduct is up to date
All members	To adhere to code of conduct during all activities at or representing players theatre

Contacts

Position	E-mail
President	president@playerstheatre.org.au
Secretary	secretary@playerstheatre.org.au
Member Services	members.services@playerstheatre.org.au

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1 KEY TERMS AND DEFINITIONS

2 INTRODUCTION

2.1 Why we have a Code

The reason we have a Code of Conduct is so there can be no doubts about the standards of ethical conduct that is required of everyone involved with the Players Theatre, the outcomes we are committed to achieving, and the behaviours which are unacceptable and will not be tolerated.

If members are in doubt as to what conduct is appropriate in any particular situation, or how the Code should be applied, they should seek advice and direction from the President or Management Committee.

The Management Committee, Committee Assistants, Directors, Musical Directors, Stage Managers and Front of House Managers have a key role in ensuring members understand the Code and in enforcing the standards it sets, consistently and fairly. However, the most important responsibility of all members, and their most valuable contribution to ensuring that the standards set out by the Code are implemented, is to lead by example.

The Code also provides guidance on how to raise and report breaches of the standards it sets.

3 APPLYING THE CODE

3.1 Who does the Code apply to?

This code applies to all members of and contractors working at, for or representing The Players Theatre Inc. publically.

3.2 Responsibilities under the Code

All members are responsible for applying and complying with the Code. The Management Committee and Committee Assistants are responsible for ensuring that the members whom they supervise are aware of and understand their responsibilities under the Code.

3.3 What happens if there is a breach of the Code?

There is a range of consequences for breaches of this Code depending on the nature and seriousness of the matter.

The Management Committee have a responsibility to address alleged breaches of the Code promptly, and in a fair and reasonable manner. They need to assess the seriousness of any alleged breaches, and how they should be dealt with.

Possible outcomes for a member who has breached the Code may be:

- Counselling;
- Conduct improvement plans;
- Formal disciplinary action;
- Referral to the police in cases of suspected possible criminal activity; or
- Termination of membership.

Certain sections of the Code reflect the requirements of legislation, and breaches of these conditions may be punishable under law.

3.4 What to do if you are concerned about a breach of the Code?

Members should report any breach or concerns about a breach of the Code to the President in the first instance or any member of the Players Theatre Management Committee.

3.5 Protection for people who raise concerns

The Players Theatre Inc. is committed to protecting any person who raises concerns about a breach of the Code from retaliation or reprisals. Any attempt to take detrimental action against a person who raises a legitimate breach of the Code will be treated seriously and may lead to disciplinary action.

3.6 The Players Theatre Inc. core values

The Players Theatre CORE values are:

<p>Professionalism Responsibility Innovation Delivery Enrichment</p>

4 THE CODE OF CONDUCT

The Code requires members to adhere to the standards set out below. The standards in this Code also apply to social activities that take place outside theatre premises, and to the making of comments about other members on social media where the status of the person making the comments as a Players Theatre member is indicated or can be inferred

4.1 Promote a positive theatre environment

Members must:

- 1) Treat members and patrons with courtesy and respect and with due sensitivity to the needs of people with different backgrounds and cultures;
- 2) Treat all members in a way that promotes harmonious and productive relationships, and a collaborative teamwork approach;
- 3) Not bully or harass other members or patrons, or discriminate against them on the basis of their sex, race, ethnic or ethno-religious background, marital status, pregnancy, disability, age, homosexuality, or transgender;
- 4) Not encourage or support other members in harassing or bullying, or in acting in a way that is contrary to harmonious theatre relationships between members;
- 5) Where appropriate, attempt to settle any complaints, disagreements or grievances involving other members themselves in the first instance; or pursue such matters through the President to the Management Committee.

4.2 Demonstrate honesty and integrity

Members must:

- 1) Avoid situations which may give rise to pecuniary or other conflicts of interest, and should any conflicts or possible perceptions of such conflicts arise declare them immediately to the President;
- 2) Ensure that their actions and decisions are not influenced by self-interest or considerations of personal gain or other improper motives;
- 3) Not accept bribes or inducements that are intended to influence their decisions or actions;
- 4) Not make threats or otherwise attempt to intimidate fellow members or patrons in any way.

4.3 Acting competently and ethically

Members must:

- 1) Not be under the influence of alcohol or drugs during rehearsals or performances;
- 2) Be in a fit and proper condition to carry out their responsibilities during rehearsals or performances;
- 3) Dress in a way that is appropriate for the theatre;
- 4) Carry out their responsibilities diligently and efficiently;
- 5) Not absent themselves from rehearsals or performances without proper notification, when they are meant to be present;
- 6) Comply with all lawful and reasonable directions given by the management committee, committee assistants, directors, stage managers and front of house managers authorised to give them;
- 7) Comply with all applicable Players Theatre policies and procedures;
- 8) Avoid conduct that could bring the Players Theatre or any of its members, into disrepute, including when using social media;
- 9) Act in a way which protects and promotes the interests of the Players Theatre;
- 10) Only provides official public comment on matters related to the Players Theatre if authorised to do so by the Publicity Officer.
- 11) When making public comment on issues, not indicate or imply that their views are those of the Players Theatre unless expressly directed to do so by the Management Committee;
- 12) Carry out their responsibilities in a politically neutral manner;
- 13) Report any criminal charges or convictions against them involving offences punishable by imprisonment for 12 months or more to the President within 7 days of the charge being laid or a conviction recorded;
- 14) Report to the President any breach of code or misconduct by others of which they become aware, such as corruption, fraud, maladministration, and/or substantial waste.

4.4 Use official resources lawfully, efficiently and only as authorised

Members must:

- 1) Use theatre resources efficiently;
- 2) Use all equipment, goods, resources and materials provided for theatre-related purposes only, and not for outside or business practice or political purposes: for example members cannot operate a private business from the theatre, or use work tools or materials to make repairs to personal property or carry out home renovations.
- 3) Not use the Players Theatre internet and email resources without consent and not for accessing, transmitting, storing or downloading pornographic, sexually explicit or otherwise inappropriate material.

4.5 Maintain the security of confidential official information.

Members must:

- 1) Keep confidential all personal information and records;
- 2) Not use or release official information without proper authority, such as discussing or providing information on social media that could identify members or divulge personal information;
- 3) Maintain the security of all personal information and records;
- 4) Not disclose, use or take advantage of information obtained in the course of their membership, including when they cease to be a member of the Players Theatre.

4.6 Maintain appropriate relationships with members.

Members must not take an unfair advantage of, or exploit any relationship with members in any way

5 REFERENCES

Players Theatre Constitution

6 REVISIONS

Issue Number	Section	Details of Changes in this Revision
1	All	Original Creation April 2013
2	NONE	Update to new standard and fix errors