

Code of Conduct

Discrimination, Harassment, Sexual Harassment and Bullying

The Sunnybank Theatre Group is committed to providing a safe, respectful, inclusive and flexible workplace environment that is free from discrimination, harassment, sexual harassment and bullying. We do not tolerate or condone any form of discrimination, harassment, sexual harassment or bullying in this workplace.

This Code of Conduct outlines expected standards of behaviour by all workers at Sunnybank Theatre Group. A breach of this Code of Conduct may lead to disciplinary action, including the suspension or termination of your membership with Sunnybank Theatre Group Inc. If Sunnybank Theatre Group considers the breach to be of a criminal nature, Sunnybank Theatre Group may report the matter to the police.

Scope

All workers must comply with this Code of Conduct. Workers include but are not limited to:

- Committee members, life members and general members of Sunnybank Theatre Group Inc.;
- Leadership and management personnel (e.g. directors, artistic directors, heads of department, managers, supervisors);
- Production and venue personnel (e.g. actors, dancers, directors, choreographers, writers, stage management, chaperones, technical crew, front of house staff);
- Full-time, part-time, seasonal and casual employees;
- Job candidates, including people auditioning for roles;
- Student placements, apprentices, work experience students/interns;
- Contractors, sub-contractors and secondees (e.g. casting, talent and freelance agents who have been contracted or sub-contracted for a specific purpose); and
- Volunteers and anyone working in an unpaid capacity.

This Code of Conduct applies to all workers while:

- at work – such as at rehearsals, during performances, on production tours, while travelling for work;
- at work-related functions – such as opening nights, after parties, Christmas parties, conferences, industry events; and
- outside of work where there is a connection to the workplace – such as on social media.

Standards of behaviour

Sunnybank Theatre Group's workers are responsible for promoting a safe, respectful, inclusive and flexible workplace environment by:

- ✓ Treating all workers and audience members/patrons/customers with dignity, courtesy and respect;
- ✓ Respecting cultural, ethnic, religious, gender and sexual orientation differences;
- ✓ Behaving in a professional, fair and courteous manner at all times;
- ✓ Promptly reporting any breaches of this Code of Conduct, whether it is against you or another person, to the President or Secretary;
- ✓ Maintaining confidentiality when complaints are made and/or under investigation; and
- ✓ Abiding by all applicable laws and regulations.

Unacceptable behaviours

Sunnybank Theatre Group's workers **must not**:

- ✗ Abuse or threaten to abuse (verbally, physically or in writing) another person;
- ✗ Physically or sexually assault another person;
- ✗ Discriminate against or treat someone less favourably because of their race, sex, age, sexual orientation, disability or other personal characteristics;
- ✗ Intimidate, threaten or harass another person;
- ✗ Sexually harass another person with unwanted, unwelcome or uninvited behaviour;
- ✗ Bully, isolate or humiliate another person;
- ✗ Victimise, unjustly treat or threaten someone because they have raised a complaint or are a witness in an investigation; or
- ✗ Behave improperly or unethically.

Related policies

This Code of Conduct should be read in conjunction with:

- Sunnybank Theatre Group's Discrimination, Harassment, Sexual Harassment and Bullying Policy; and
- Sunnybank Theatre Group's Complaint Handling and Investigation Procedure – Discrimination, Harassment, Sexual Harassment and Bullying.

Approved by the Management Committee: 3rd December 2019