



## **Windmill Theatre Company** **CODE of CONDUCT**

This Code of Conduct is designed to clarify Windmill Theatre Company's expectations on how members, performers, production staff and all volunteers conduct themselves whilst involved in the activities of the company. By following this Code of Conduct your reputation and the brand and reputation of Windmill 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 of their role within Windmill Theatre Company.

### **AIM**

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

### **How does this Code of Conduct apply to you?**

Every member, performer, production staff and volunteer of Windmill Theatre Company is expected to perform their role in accordance with this Code of Conduct.

Members, performers, production staff and volunteers 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 principals of theatre etiquette.
- Abide by the policies of Windmill 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.

Windmill Theatre Company will provide every member, performer, production staff and volunteer with a copy of this Code as 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. Windmill 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 Windmill Theatre Company activities will be expected to uphold both the letter and spirit of the Code.



## **Incorporation of Other Standards**

Windmill 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.

Windmill Theatre Company requires that all production staff and volunteers will have passed a Department of Justice, Victoria 'Working with Children Check' when people under the age of 18 years are involved.

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 Windmill Theatre Company into disrepute.
- Display control, respect and professionalism in all activities.
- Observe proper meeting conduct and protocols.
- Be courteous in dealings with other Windmill Theatre Company people.
- Control their temper: verbal abuse of others in the course of Windmill Theatre Company activities is unacceptable; and not behave in any manner, or engage in any activity, whilst on Windmill Theatre Company business which is likely to impair positive public perception of Windmill Theatre Company 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 of their physical or psychological disabilities.

Windmill 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.

Windmill 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 Windmill Theatre Company will not tolerate bullying. Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. 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 Windmill Theatre Company in its efforts towards providing a healthy and safe environment.

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

### **Child Safety Standards**

All children are to feel safe, be happy and empowered as well as have the opportunity to reach their full potential. We support and respect all children, as well as our adult members and volunteers. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures, including a legal and moral obligation to contact authorities when Windmill Theatre Company are concerned about a child's safety.

Windmill Theatre Company has human resources and recruitment practices for all committee, production teams and other volunteers, including the requirement of a valid Working with Children Check card for all adults with direct contact with children. Unless exempt under the WWCC legislation (eg. Victorian Institute of Teaching and Police)

### **Alcohol and Drug consumption**

Illegal or prohibited drugs are not to be consumed by members, performers, production staff and volunteers while performing duties with Windmill 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 Windmill Theatre Company. No alcohol is to be consumed at rehearsal venues or in the theatre during a performance. In the case of activities associated with Junior performers (under 18 years) 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 Windmill 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 invoke as per the Rules of Association.

Part 3- MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 2—Disciplinary action

Division 3—Grievance procedure

Failure to meet obligations Under the Code of Conduct may result in the Production Manager or Company Committee removing a person from their role within a show. This does not constitute disciplinary action, and the person will remain a member of the company.