



Rockhampton Little Theatre Inc.

CODE OF CONDUCT

This Code of Conduct is designed to clarify Rockhampton Little Theatre's expectations on how members, performers, production staff and all volunteers must conduct themselves whilst involved in the activities of the company. By following this Code of Conduct, your reputation, and the brand and reputation of Rockhampton Little Theatre, will be upheld and protected.

The Code also seeks to provide for a safe, enjoyable and equitable environment for all, in undertaking their role within Rockhampton Little Theatre.

Aim

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

As an extension to RLT's "Objects of the association" this code seeks to improve the theatrical skills of performers, production staff and volunteers by making the theatrical experience attractive, safe and enjoyable for all.

How Does the Code of Conduct Apply To You?

Every member, performer, production staff and volunteer of Rockhampton Little Theatre is expected to perform his/her role in accordance with this Code of Conduct.

Performers and production staff are encouraged to:

- Commit wholeheartedly to the production, rehearsals and activities.
- 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 principles of theatre etiquette.
- Abide by the policies and practices of Rockhampton Little Theatre as they apply.
- Co-operate with the director, all members of the production team and fellow cast members.

The Director

- You have the responsibility for your cast and production team - exercise it.
- Be reasonable in your demands on performers' time, energy and enthusiasm. Remember that they have other interests and demands in their life.
- Teach your cast the principles of theatre etiquette and stage craft, as well as encourage gratification through achievement.

Rockhampton Little Theatre will provide every member, performer, production staff and volunteer with a copy of this Code and brief volunteers, where requested. If anyone has a question on the Code they should consult members of the Management Committee or the Production Secretary in the first instance.

This Code may be amended from time to time, where necessary. Rockhampton Little Theatre 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 Rockhampton Little Theatre activities will be expected to uphold both the letter and spirit of the Code.

Incorporation of Other Standards

Rockhampton Little Theatre 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.

Rockhampton Little Theatre requires that all relevant production staff and volunteers will have passed a Working with Children Check ("Blue Card"), through the Queensland Family and Child Commission (or such entity by whatever name), This will be strictly attended to for any productions involving minors.

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 Rockhampton Little Theatre into disrepute.
- Display self-control, respect and professionalism in all activities.
- Observe proper meeting conduct and protocols.
- Abide by the code of conduct or conditions of use, of any venue being used.
- Control their temper: verbal abuse of others in the course of RLT activities is unacceptable.
- Not behave in any manner, or engage in any activity, whilst on RLT business which is likely to impair positive public perception of Rockhampton Little Theatre and its members.

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. Everyone is required to take reasonable care at all times by following all lawful instructions from those in authority at Rockhampton Little Theatre in its efforts towards providing a healthy and safe environment.

All hazards, accidents or injuries must be reported to the Rockhampton Little Theatre representative in charge of the activity. Incident report forms are required to be completed and forwarded to the administrative officer.

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 religion or of their physical or psychological disabilities.

Rockhampton Little Theatre 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.

Rockhampton Little Theatre 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, Rockhampton Little Theatre will not tolerate bullying.

Bullying is a pattern of behaviour that intimidates, offends, degrades, insults or humiliates another person. Bullying can be physical or psychological. Examples of bullying include:

- Aggressive or frightening behaviour,
- Threats of assault against a colleague or damage to their property or equipment;
- 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 Secretary or Members of the Management Committee in the first instance for immediate and confidential assistance.

Alcohol and Drug consumption

In recognition of the fact that the consumption of alcohol or other substance by one person may affect the comfort, safety or performance of others, all members and volunteers shall comply with the following:

- Illegal or prohibited drugs are not to be consumed while performing duties with Rockhampton Little Theatre.
- Alcohol may not be consumed during, or prior to the conclusion of, rehearsals or performances.

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 Management Committee for immediate and confidential assistance. The management of Rockhampton Little Theatre 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 association shall invoke:

- Rule 10 (3) When Membership Ends
- Rule 21 Resignation, removal or vacation of office of management committee member

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