

Peridot Theatre Company Inc.

CODE OF CONDUCT



This Code of Conduct is designed to clarify Peridot Theatre Company'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 Peridot 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 Peridot Theatre Company.

Aim

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

This code additionally 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 Peridot Theatre Company is expected to perform his/her role in accordance with this Code of Conduct.

Members of the Board of Management

OUTCOMES

You will:

- work towards the achievement of Peridot Theatre objectives, as contained in the Constitution and current operational and strategic plans
- be accountable for fulfilling the role you have taken on, undertaking your specified role and tasks in accordance with the spirit and objectives of Peridot Theatre company
- ensure you have or acquire the personal and operational skills for your designated role
- attend meetings regularly and promptly

Performers and production staff

You will:

- Commit wholeheartedly to the production, rehearsals and activities
- abide by the policies and practices of Peridot Theatre Company as they apply

- abide by the principles of theatre etiquette (including, but not limited to: respecting privacy in changing rooms; avoiding inappropriate language; not being under the influence of drugs or alcohol)
- co-operate with the director, stage manager and all members of the production team and fellow cast members.

The Director

You will:

- 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 on their time
- abide by and teach your cast the principles of theatre etiquette and stage craft and encourage gratification through achievement.

Peridot Theatre Company 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 about the Code they should consult the Company Secretary or Production Co-ordinator in the first instance.

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

Incorporation of Other Standards

Peridot 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.

Peridot Theatre Company requires that all production staff and volunteers working with minors will have passed a Department of Justice, Victoria, "Working with Children Check."

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 Peridot Theatre Company into disrepute
- display control, respect and professionalism in all activities

- observe proper meeting conduct and protocols
- be courteous in dealings with other Peridot Theatre Company people
- control their temper: verbal abuse of others in the course of Peridot Theatre Company activities is unacceptable
- not behave in any manner, or engage in any activity, whilst on Peridot Theatre Company business, which is likely to impair positive public perception of Peridot Theatre Company and its members
- abide by 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 religion or of their physical or psychological disabilities.

Peridot 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.

Peridot 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, Peridot Theatre Company will not tolerate bullying. Bullying is 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
- rude comments
- standing in someone's way or deliberately blocking their path in an intimidating manner

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 Peridot Theatre Company in its efforts towards providing a healthy and safe environment.

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

Alcohol and Drug consumption

Illegal or prohibited drugs are not to be consumed by Members, performers, production staff and volunteers while performing duties with Peridot 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 Peridot Theatre Company. In the case of activities associated with a "Youth Production", no alcohol is to be consumed by members, performers, production staff or 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.

SMOKING IS PROHIBITED BY LAW ANYWHERE ON SCHOOL GROUNDS.

Grievances

If anyone has a grievance or feels that they have been unfairly treated, they are encouraged to raise this issue with the Company Secretary or any member of the Board of Management for immediate and confidential assistance. An Incident Report form will be made available upon request. The management of Peridot 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: Rule 8:-Discipline, Suspension and Expulsion of Members, and/or Rule 9:-Disputes and Mediation of its Constitution, which can be viewed on the Company website. A copy will be held in the Office.