



CODE OF CONDUCT

Garrick Theatre is committed to providing a safe, respectful and inclusive 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 the theatre.

This Code of Conduct outlines expected standards of behaviour by all volunteers at Garrick Theatre. All volunteers must comply with this Code of Conduct. A breach of this Code of Conduct may lead to disciplinary action, result in termination from Garrick Theatre, and/or, if the breach is of a criminal nature, may be reported to the police.

Everyone working within Community Theatre is expected to consider the impact that their actions or comments may have on others and to take responsibility for their own behaviour.

We encourage someone with a concern to firstly directly address it with the individual(s) involved. This helps to foster an honest and open community and is often the fastest path to a resolution.

SCOPE

For the purposes of this Code of Conduct, volunteers are defined as:

- Committee members.
- Leadership and management personnel.
- Production and venue personnel (e.g., actors, directors, stage management, technical crew, front of house staff).
- Contractors, sub-contractors.

This Code of Conduct applies to all while:

- at theatre – such as rehearsals, performances, crew work.
- at theatre-related functions – such as Christmas parties, after parties.
- outside of theatre where there is a connection to the theatre – such as when using social media.

PRINCIPLES

- Volunteers should perform their duties with professionalism and integrity, and effectively and efficiently service the Garrick Theatre and the public.
- Volunteers should ensure the confidentiality of all matters pertaining to the Garrick Theatre's business and operations.
- Fairness and equity should be observed by volunteers in all official dealings, including dealings with the public and other Garrick Theatre volunteers.

STANDARDS OF BEHAVIOUR

Garrick Theatre's volunteers are responsible for promoting a safe, respectful and inclusive environment by:

- Treating all volunteers and audiences/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, and any of the Garrick Theatre's policies. Please report to either the Production Liaison Officer, The President, the Vice-President or a member of the committee with whom you feel comfortable.
- Maintaining confidentiality when complaints are made and/or under investigation.

UNACCEPTABLE BEHAVIOURS

Garrick Theatre's volunteers' **must not**:

- Abuse or threaten to abuse (verbally, physically or in writing) another person.
- Physically or sexually assault another person.
- Discriminate or unfavourably treat someone 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.
- Behave unethically.
- At any time, allow the consumption of alcohol or restricted or dangerous drugs to adversely affect their theatre performance or official conduct; and consume alcohol while on duty except as provided for under the Garrick Theatre's Alcohol and Other Drugs Policy.

PUBLIC COMMENT

Volunteers have a right to make public comment and enter into public debate on political and social issues. However, there are circumstances where public comment or debate by volunteers is not acceptable. These include circumstances where:

- A public comment made in a private capacity gives rise to public perception that it is some way an official comment of the Garrick Theatre;

- A public comment amounts to criticism sufficiently strong or persistent to give rise to a perception that the volunteer is not prepared to implement or administer policies of the Garrick Theatre;
- A public comment on Garrick Theatre administration causes serious disruption and
- A public comment amounts to a personal attack.

Where volunteers are in any doubt as to the propriety of a proposed public comment they should consult with the Committee, or an agreed representative of the Committee in this regard and should observe any directions made by the Committee, governing public comment.

WHAT IS DISCRIMINATION?

Discrimination is **treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law**, such as sex, age, race or disability. This includes:

- A disability, disease or injury.
- Parental status or status as a carer.
- Race, descent, national origin or ethnic background.
- Age.
- Gender, or gender identity.
- Sexual orientation.
- Religion.
- Pregnancy and breastfeeding.
- Marital status.
- Political opinion.
- Social origin.
- Medical record.
- An association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

WHAT IS HARASSMENT?

Harassment is **unwelcome and unsolicited behaviour that a reasonable person would consider to be offensive, intimidating, humiliating or threatening**.

Harassment of any kind will not be tolerated at Garrick Theatre.

Harassment can be physical, spoken or written. It can include:

- Intimidation.

- Verbal abuse (this includes comments that may be, supposedly, said 'in jest').
- Repeated threats or ridicule.
- Sending offensive messages by text, email or other means.
- Derogatory comments.
- Display of offensive materials, pictures, comments or objects.
- Ridiculing someone because of their accent or English-speaking ability.
- Telling offensive jokes or engaging in practical jokes based on a characteristic.
- Belittling or teasing someone.
- Segregation or humiliation based on a characteristic.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is **any form of unwelcome behaviour of a sexual nature, which could be expected to make a person feel offended, humiliated or intimidated.**

Sexual harassment can be physical, spoken or written. It can include:

- Leering (definition - looking or gazing in a lascivious or unpleasant way) at a person or parts of their body.
- Excessive familiarity or physical contact, such as touching, kissing, pinching, massaging and brushing up against someone.
- **Inappropriate**, suggestive comments, jokes, conversations or innuendo.
- Insults or taunts of a sexual nature.
- Intrusive questions or comments about someone's private life.
- Displaying posters, magazines or screen savers of a sexual nature.
- Sending sexually explicit emails or text messages.
- **Inappropriate** advances on social network sites.
- Accessing sexually explicit internet sites in the presence of others.
- Unwelcome flirting, requests for sex or repeated unwanted requests to go out on dates.
- Behaviour that may also be considered an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour at the time, does not mean that they are consenting to the behaviour.

Behaviour can still be considered as sexual harassment where:

- The person engaging in the behaviour did **not** intend to humiliate, intimidate or offend.
- Some people are not offended by the behaviour.

- The behaviour was previously an accepted practice.

All volunteers have the same rights and responsibilities in relation to sexual harassment.

A single incident of inappropriate behaviour is enough to constitute sexual harassment – it does not have to be repeated.

Where volunteers engage in consensual, welcome and reciprocated behaviour, this is not sexual harassment. However, appropriate professionalism is always expected of volunteers, including in relation to volunteers engaging in consensual behaviour.

WHAT IS BULLYING?

Bullying is where an individual or group of individuals **repeatedly behave unreasonably to another person** or group of persons **at the theatre**.

Unreasonable behaviour is behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten.

Bullying does not need to be intentional to be hurtful. Whilst one-off incidents of unreasonable behaviour may not be considered bullying, they are still inappropriate and may constitute discrimination.

Bullying can take many forms. It can be physical, spoken, written, overt or covert. Behaviours that may constitute bullying include:

- Aggressive or intimidating conduct or threatening gestures.
- Manipulation, intimidation or coercion.
- Threats, abuse, offensive language, yelling or belittling.
- Innuendo, sarcasm and other forms of demeaning language.
- Ganging up.
- Public humiliation.
- Initiation activities.
- Practical jokes, teasing, or ridicule.
- Exclusion or ignoring people, within the theatre.
- Inappropriate emails/pictures/text messages.
- Unreasonable accusations or undue unconstructive criticism.
- Allocating unpleasant, meaningless or impossible tasks.
- Placing unreasonably high demands on selected volunteers.
- Deliberately withholding information or equipment that a person needs to do their job or access their entitlements.
- Spreading malicious rumours, gossip, or innuendo.
- Intimidating a person.

- Undermining or deliberately impeding a person's work.
- Physically abusing or threatening abuse.
- Withholding necessary information or purposefully giving the wrong information.
- Making jokes that are 'obviously offensive' by spoken word or e-mail.
- Intruding on a person's privacy by pestering, spying or stalking.
- Criticizing a person persistently or constantly.
- Belittling a person's opinions.
- Tampering with a person's personal belongings or equipment.

Conflict is generally not considered bullying. Differences of opinion and disagreements may arise without engaging in repeated, unreasonable behaviour that creates a risk to health and safety. Not all conflicts or disagreements have a negative impact on health or safety.

WHAT IS VICTIMISATION?

Victimisation is **subjecting or threatening to subject someone to a detriment** because they have asserted their rights, made a **complaint**, helped someone else make a complaint, or refused to do something because it would be discrimination, harassment, sexual harassment, bullying or victimisation.

It is also victimisation to threaten someone (such as a witness) who may be involved in an investigation of a complaint.

BREACHING CONFIDENTIALITY

Breaching the confidentiality of a complaint or investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a committee member) is a serious breach of this policy and may lead to formal disciplinary action.

PROCEDURES FOR REPORTING A COMPLAINT OR CONCERN

1. If you feel comfortable and it is safe to do so, you may attempt to correct the issue directly by informing an offending party that their behaviour is unacceptable and that it must stop immediately. You should allow the offending party an opportunity to apologise.
2. Keep a record. Write down dates, times, any witnesses, what was said or done, when and by whom.

Documentation is extremely important, especially if the harasser does not stop or if the issue requires a formal complaint.

3. If you are not comfortable communicating directly with the harasser or abuser, or if you have and the behaviour has continued or not been addressed, you are encouraged to share your concern with your Stage Manager, the Director or the Grievance Officer.

NOTE REGARDING CONFIDENTIALITY: If requested by the complainant and lawfully possible, steps will be taken to keep the complainant's identity confidential. Please note, should you choose not to identify yourself during the reporting of the incident we will not be able to contact you, and may not be able to fully enforce the Code of Conduct.