

Code of Conduct

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Criterion Theatre Grafton

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Contents	
Definition of code of conduct	4
Criterion Theatre code of conduct	4
Introduction	4
Expectations	4
Health and safety	5
Drugs and alcohol	5
Internet and email	5
Unacceptable use:	6
Children and youth	7
Specific roles	7
Committee	7
Directors	7
Cast and crew	8
Front of house	8
Prohibited behaviours	8
Definitions	9
Discrimination	9
Verbal abuse	9
Physical abuse	9
Sexual harassment	9
Bullying	9
Stealing	9
NSW legislations	10
Breaches	10
Resolution	10
Liability	10
Cancellation of membership	11

What is a code of conduct?

A Code of Conduct is an agreement on rules of behaviour for the members of a group/organisation. It sets a benchmark on standards, expectations and defines the core values and culture within the group. Having a code of conduct for your means you can hold your members accountable for their behaviour and ensure your group is supported and protected.

Criterion Theatre code of conduct

Introduction

The Criterion Theatre's Code of Conduct and has been designed to provide transparency to all Criterion Theatre members / volunteers on how they should conduct themselves whilst involved in any activities of the Theatre.

The Criterion Theatre is totally reliant on volunteers and therefore we must operate with a higher degree of trust in each other than would necessarily be the case for a business with contractual employment relationships.

The Criterion Theatre is to be an inclusive environment. A place that everyone can enjoy coming to and where everyone can feel valued and safe.

All existing members of the Criterion Theatre should receive (or have access to) a copy of this Code of Conduct. All potential new members should have an opportunity to read it prior to joining the Criterion Theatre.

By following this Code of Conduct your reputation, and the reputation of the Criterion Theatre, will be upheld and protected.

Expectations

Everyone involved with the Criterion Theatre is expected to:

- Treat everyone with respect;
- Be fair, discreet, considerate and honest in all dealings with others;
- Refrain from any behaviour which will bring the Criterion Theatre into disrepute;
- Display control, respect and professionalism in all activities;
- Be courteous in dealings with others;
- Control their temper;
- Refrain from violent behaviour.

Health and safety

Everyone has the right to participate in an environment that is physically and emotionally safe.

- All members / volunteers should be fully briefed on safety procedures and potential risks by a committee member or director at the start of rehearsals or a show.
- All members / volunteers must take responsibility for their own health and safety, ensuring that their actions do not risk the health and safety of themselves or others.
- All hazards, accidents or injuries should be reported in line with the Criterion Theatre Health and Safety procedure.

Drugs and alcohol

All activities at the Criterion Theatre must be lawful. This particularly applies to the consumption of prohibited and illegal drugs.

- Alcohol can only be consumed by people of legal drinking age and should not be consumed by performers and crew until after the show.
- Alcohol may only be consumed to the extent that it does not affect the comfort, safety of any member / volunteer, nor harm the reputation of the Criterion Theatre.

Internet and email

- Members are expected to use the internet responsibly and productively.
- Internet access is limited to Criterion Theatre-related activities only and personal use is not permitted.
- All Internet data that is composed, transmitted and/or received by the Criterion Theatre computer systems is considered to belong to the Criterion Theatre and is recognised as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- The equipment, services and technology used to access the internet are the property of the Criterion Theatre and the company reserves the right to monitor internet traffic and monitor and access data that is composed, sent or received through its online connections.

- Emails or social media posts sent via the Criterion Theatre email or media page should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- Social media posts sent via the Criterion Theatre media page should not contain personal views or opinions as it represents the Criterion Theatre as a whole.
- All sites and downloads may be monitored and/or blocked by the Criterion Theatre if they are deemed to be harmful and/or not productive to business.
- Discretion is expected from all members in relation to Theatre productions. No public posting of stories, photographs or videos relating to productions without the ratification of the Director (including on social media websites such as Facebook, You Tube, Instagram etc
- Personal information should not be given out or shared unless permission has been given to do so.
- Adults engaged in the production must not 'friend' or follow children on social media and should avoid interacting with young people known to be under 16 on social media.
- Our Production Team will not engage on social media with children who are under 16 years of age or utilise any images or identifying information except official photographs for which parental/carer consent has been given.

Children and youth

- All adult members must have a current Working with Children check.
- Cast and crew under the age of 18 will have a designated member of the Production Team responsible for their duty of care who will advocate on their behalf, where necessary, if problems arise.
- The Director will liaise with the assigned advocate on any problems involving a child or young person.

Specific roles

Committee

- Set a good example in their own behaviour
- Be attentive to and observant of the ways that theatre members interact and keep a regular health check on the overall situation to ensure that it meets the expectations of this Code

- Be approachable and welcoming so that theatre members feel supported if they need to talk with committee members about any issue, particularly around conduct

Directors

- Strive to create a good, harmonious, supportive environment;
- Treat members of their cast and crew with encouragement and respect e.g., not make them feel vulnerable nor waste their time;
- Be reasonable in their demands on time, energy and enthusiasm of cast and crew;
- Teach their cast the principles of theatre etiquette and stage craft and encourage gratification through achievement and a sense of fulfillment.

Cast and crew

- Commit themselves to the production and all rehearsals;
- Be on time for all rehearsals and performances.
 - In production, all performers and technical teams should be at the theatre at least one hour before the show.
 - Doors open for the audience 45 minutes before the start of the show.
- Learn lines as quickly as possible;
- Co-operate with each other within the production team.
 - Accept the Director's advice in the spirit it is given for he/she is ultimately responsible for the performance and sees the production as a whole;
 - Be aware that the Director and Stage Manager are the only persons who should direct cast and crew. (Cast/crew should not direct other cast/crew in the production);
- Be respectful of the Theatre. This involves keeping the Theatre's appearance clean and professional i.e. pick up and clean up after yourself and assist with clean up after each show.
- Be responsible and take care of all props and set items.
 - Remember that some are borrowed and are not replaceable;
- Not move anyone's prop, costumes or personal items without their knowledge and consent;
- Take responsibility for storing personal items, including costumes and props in appropriate places;

Front of house

- Recognise that audience members are our customers, and volunteers should endeavour to be courteous and helpful at all times;
- Be on time for all performances.
 - Front of House should be at the Theatre at least one hour before a show opens.
 - Doors open for the audience 45 minutes before the start of the show;
- Deal with any complaints respectfully and promptly, referring issues to the Committee where necessary and appropriate.

General considerations

- The Theatre is in a residential area. At all times neighbours should be respected and any noise past 10pm should be kept to a minimum;
- Care should be taken of all property whether it belongs to the Criterion Theatre or to others;

Prohibited behaviours

The Criterion Theatre adopts a zero tolerance to the following:

- Any unlawful / illegal acts (examples: stealing or having possession/consumption of illegal drugs on premises).
- Discrimination
- Verbal abuse
- Physical abuse
- Sexual harassment
- Bullying

Definitions on these prohibited behaviours are outlined below.

Definitions

Unlawful

Not conforming to, permitted by, or recognized by law or rules.

Illegal

Contrary to or forbidden by law, especially criminal law.

Stealing

To take something from a person/place without permission and without intending to return it or pay for it. This includes using, or disclosing someone else's password without authorisation.

Illegal drugs

Details on what defines illegal drugs can be found on the following NSW Police website: https://www.police.nsw.gov.au/crime/drugs_and_alcohol/drugs

Discrimination

Treating one or more members of a specified group unfairly as compared with other people.

Verbal abuse

The act of using words to humiliate, objectify, intimidate, hurt or mislead another person.

Physical abuse

Is any intentional act causing injury, trauma, bodily harm, or other physical suffering to another person by way of bodily contact.

Sexual harassment

Unacceptable physical contact, sexual suggestions, or comments about sex, that a person finds annoying and offensive.

Bullying

Bullying is an ongoing or repeated misuse of power in relationships, with the intention to cause deliberate (on purpose) psychological harm. Bullying can be verbal, physical, social and cyber.

NSW legislations

Our responsibilities here at the Criterion Theatre are both legal and moral.

Please visit the NSW Legislation website to review the following acts:

- [Anti-Discrimination Act 1977](#)
- [Privacy and Personal Information Protection Act 1988](#)
- [Child Protection \(Working with Children\) Act 2012](#)

Breaches

If anyone feels that they have been unfairly treated or that this Code of Conduct has been breached in any way, then they are encouraged in the first instance to raise this issue informally with any Committee member.

All prohibited behaviour needs to be reported as soon as possible to a Committee Member or Director.

Resolution

Committee members take the issue of appropriate conduct and behaviour within the Theatre very seriously and will do all they can to support the complainant and thoroughly investigate the issue to reach a satisfactory resolution.

Liability

Members may be held personally liable for damages caused by any purposeful violations of code. Eg; Purposeful misuse of props that result in damages.

Cancellation of membership

Blatant disregard of any of this Code of Conduct and Behaviour may jeopardize your ability to be a member of the Criterion Theatre. If there has been a breach of the code an investigation and review of membership will take place by the Criterion Theatre committee.

Prohibited behaviours will result in immediate cancellation of membership and will be asked to leave the premises

Acknowledgement

Please sign:

Date: