



Javeenbah Theatre Company Inc

Code of Conduct

This Code of Conduct is designed to clarify Javeenbah Theatre Inc expectations of the conduct of members and volunteers. Javeenbah Theatre Inc will provide this code on their web site. This Code may be amended from time to time, where necessary.

Aim

Javeenbah Theatre Inc is committed to ensuring the integrity and highest ethical standards in respect for our members and our volunteers. Underlying this commitment is the need for Javeenbah Theatre Inc to ensure that all persons contributing to the success of our theatre company act with dignity, honesty, integrity and respect towards others. The rights and safety of minors is a priority, and all actions and activities must ensure they are safe from neglect, physical, sexual or emotional harm or abuse.

How Does the Code of Conduct Apply to You?

Every member and volunteer of Javeenbah Theatre Inc is expected to perform his/her role in accordance with this Code of Conduct.

Performers and production team members:

- Participate for the enjoyment you will receive through theatrical performance
- Work equally for yourself and the production
- Abide by the principles of theatre etiquette
- Abide by the policies and practices of Javeenbah Theatre Inc
- Co-operate with the director, all members of the production team and fellow cast members
- Commit wholeheartedly to the production, rehearsals and activities

The Director:

- You are responsible for your cast and production team
- Be reasonable in your demands on performers' time, energy and enthusiasm - they have other commitments
- Teach your cast the principles of theatre etiquette and stage craft

Incorporation of Other Standards

Javeenbah Theatre Inc requires that all members, performers, production staff and volunteers comply with all laws, regulations and policies governing its activities.

Javeenbah Theatre Inc requires that members and volunteers possess a Queensland Government Blue Card for 'Working With Children' if required.

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 Javeenbah Theatre Inc into disrepute
- display control, respect and professionalism in all activities
- observe proper meeting conduct and protocols
- control their temper (verbal abuse of others in the course of Javeenbah Theatre activities is unacceptable).

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 mental capabilities.

Javeenbah Theatre Inc 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.

Javeenbah Theatre Inc will not tolerate sexual harassment. Sexual harassment is any unwanted, unwelcomed or uninvited behaviour of a sexual nature which makes a person feel humiliated, uncomfortable, intimidated or offended. Members' privacy in change rooms is to be respected at all times.

Equally, Javeenbah Theatre Inc will not tolerate bullying. Bullying is behaviour that intimidates, offends, degrades, insults, manipulates or humiliates another person. Bullying can be physical or psychological.

If anyone feels they have been discriminated against, bullied or harassed in any way they should immediately contact the production director, or Javeenbah Artistic Director, or President, for 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.

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

If any member or patron feels unsafe in attending any events at Javeenbah, including performances, rehearsals, meetings etc, for any reason please advise a trusted member of the management committee for discussion and immediate action. In the case of a member involved in a production they can advise their director or stage manager, for patrons and volunteers they can advise the Front of House volunteers or Front of House Manager all of whom will inform the management committee at the first available chance.

Alcohol and Drug Consumption

Illegal or prohibited drugs are not to be consumed by members and volunteers while performing duties with Javeenbah Theatre Inc. Alcohol may be consumed to the extent it does not violate QLD state liquor licensing laws nor harms the reputation of Javeenbah Theatre Inc. Alcohol must not be made available to minors.

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 or the theatre president for immediate and confidential assistance. The management of Javeenbah Theatre Inc is committed to uphold both the letter and spirit of this Code and the mediation and resolution of any grievance in an expeditious manner where possible.