

# Ballarat National Theatre Code of Conduct

This Code of Conduct is designed to explain Ballarat National Theatre's expectations as to how members and volunteers must conduct themselves while involved in the activities of the company. By following this Code of Conduct your reputation and the reputation of Ballarat National Theatre will be protected.

The goal of this Code of Conduct is to ensure that all members and volunteers are treated equally and with respect, in a safe and enjoyable environment and that all persons contributing to the success of Ballarat National Theatre act with dignity, honesty and integrity.

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

- Treat everyone with dignity and courtesy; we are all in this together
- Be fair, considerate and honest in all dealings with others
- Refrain from any behaviour which may bring Ballarat National Theatre into disrepute
- Abide with the code of conduct and/or conditions of use of the venue being used.
- Participate for the enjoyment you will receive
- Take reasonable care at all times so your actions do not risk your health and safety or that of others
- Illegal drugs are not to be consumed by members or volunteers while performing duties with Ballarat National Theatre.
- Alcohol may be consumed to the extent it does not affect the comfort, safety or performance of any member or volunteer nor harm the reputation of Ballarat National Theatre.
- 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.

Ballarat National Theatre will not tolerate discrimination, sexual harassment and bullying. Members and volunteers are expected to respect the rights, dignity and worth of others regardless of gender, sexual orientation, ability, cultural background or religion or of their physical or psychological disabilities.

Ballarat National Theatre requires that anyone working with children on their behalf will have passed a Victorian Working with Children Check or will have immediately applied for a Check once their involvement with BNT and children has been confirmed. Proof of application is to be supplied to the BNT Board. Anyone is defined as every person over the age of 18 years of age and includes parents of other children who are present for their own children's supervision.

This document is not designed to be exhaustive, but all involved in Ballarat National Theatre activities are expected to uphold both the letter and spirit of the Code.

Failure to comply with the Ballarat National Theatre Code of Conduct, may result in the cancelation of your membership and/or your further involvement in the theatre and its associated events.

## **Grievance Procedure**

If anyone feels they have been discriminated against, bullied or harassed in any way they should immediately contact the President of the Board for immediate and confidential assistance.

The management of Ballarat National 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. Where it is not possible to resolve the dispute within the BNT organisation, it will be referred to the Dispute Settlement Centre of Victoria.

*With thanks to the Bendigo Theatre Company on whose code ours is based*