

PARKES MUSICAL & DRAMATIC SOCIETY INC.

CODE OF CONDUCT

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WHY WE HAVE A CODE OF CONDUCT

A code of conduct is in place to ensure all members are aware of the standards of ethical conduct that is required of every member of Parkes Musical & Dramatic Society Inc, the outcomes we are committed to achieving and the behaviours that are unacceptable from Society members.

If members do not understand what conduct is appropriate in any situation, or how this code should be applied, advice and direction should be sought from the President or relevant Executive member.

The Executive, Production Committee Members, Directors, Musical Directors, Stage Managers and Technical Officers have a key role in ensuring members understand the code and enforcing the standards it sets, consistently and fairly. These leaders of relevant departments also have a responsibility to lead by example.

The Code also provides guidance on how to raise and report breaches of the standards it sets.

APPLYING THE CODE

Who does the Code apply to?

This code applies to all Society members when involved in society productions, Society social gatherings, at meetings or representing the Parkes Musical & Dramatic Society Inc. in any capacity.

Responsibilities under the Code

All members are responsible for apply and complying with the Code. The Executive, Directors, Musical Directors, and Production Committee team members are responsible for ensuring that the members whom they supervise are aware of and understand their responsibilities under the Code.

Breaches of the Code

The Executive have a responsibility to address alleged breaches of the Code promptly, and in a fair and reasonable manner. The seriousness of any alleged breach will be considered when deciding how to deal with them. Possible outcomes for a member who has breached the Code may be:

- Informal disciplinary action, including counselling by a member of the executive
- Individual conduct improvement plans
- Formal disciplinary action that may include exclusion from a production
- Termination of membership
- Referral to the Police in cases of suspected possible criminal activity

Certain sections of the Code reflect the requirements of legislation and breaches of these conditions may be punishable under law.

What to do if you are concerned about a breach of the Code?

Members should report any breach or concerns about a possible breach of the Code to the immediate Director or Musical Director (or identified person) in the first instance, or any member of the Executive.

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Protection for people who raise concerns

Parkes Musical & Dramatic Society Inc. is committed to protecting any person who raises concerns about a breach of the Code from retaliation or reprisals. Any attempt to retaliate against a person who raises a legitimate breach of the Code will be treated seriously and may lead to disciplinary action.

THE CODE OF CONDUCT

This Code requires members to adhere to the standards set out below. The standards in this code also apply to social activities that take place outside theatre premises, including comments posted on social media about other members where the status of the person making the comments as a Parkes Musical & Dramatic Society Inc. member is indicated or inferred.

1. Promote a positive Theatre Environment

Members will:

- Treat fellow members and patrons with courtesy and respect and with due sensitivity to the needs of people from different cultures and backgrounds
- Treat all members in a way that promotes harmonious and productive relationships and a collaborative teamwork approach
- Not bully or harass other members or patrons, or discriminate against them based on their sex, race, ethnic or ethno-religious background, marital status, pregnancy, disability, age, homosexuality or transgender
- Not encourage or support other members in harassing or bullying, or in acting in a way that is contrary to harmonious theatre relationships between members
- Where appropriate, attempt to settle any complaints, disagreements or grievances involving other members themselves in the first instance, or pursue such matters through the immediate Director or Musical Director (or identified person) or any member of the Executive

2. Demonstrate Honesty and Integrity

Members will:

- Avoid situations which may give rise to pecuniary or other conflicts of interest and should any conflicts or possible perceptions of such conflicts arise, declare they immediately to the Society President
- Ensure that their actions and decisions are not influenced by self-interest or considerations of personal gain or other improper motives
- Not accept bribes or inducements that are intended to influence their decisions or actions
- Not make threats or otherwise attempt to intimidate fellow members or patrons in any way

3. Act Competently and Ethically

Members will:

- Not be under the influence of alcohol or drugs during rehearsals or performances
- Not hold or consume alcohol back stage or on stage during performances
- Be in a fit and proper condition to carry out their responsibilities during rehearsals and performances
- Dress in a way that is appropriate for the theatre
- Carry out their responsibilities diligently and efficiently
- Not be absent from rehearsals or performances without proper notification to relevant persons except under extenuating circumstances such as illness or accident.
- Comply with all lawful and reasonable directions given by the Direction team and relevant authorised show personnel
- Avoid conduct that could bring Parkes Musical & Dramatic Society Inc. or any of its members into disrepute, including social media
- Act in a way that promotes and protects the interests of Parkes Musical & Dramatic Society Inc.
- Only provide official public comment on matters related to the Parkes Musical & Dramatic Society Inc. if authorised to do so by a member of the Direction Team, Executive or Publicity Officer
- Carry out responsibilities in a politically neutral manner
- Report any criminal charges (including those that involve children) or convictions against them involving offences punishable by imprisonment or 12 months or more to the President within 7 days of the charge being laid or conviction recorded
- Report any breach of Code or misconduct by others of which they become aware, such as corruption, fraud, maladministration and/or substantial waste

4. Use Official Resources Lawfully, Efficiently and only as Authorised

Members will:

- Use theatre resources efficiently
- Use all equipment, goods, resources and materials provided for theatre-related purposes only and not for outside or business practice or political purposes unless permission is gained from the President or relevant authorised person
- Not use Parkes Musical & Dramatic Society Inc. internet or telephone without consent. The computers/internet must not be used for accessing, transmitting, storing or downloading of pornographic, sexually explicit or otherwise inappropriate material.

5. Maintain Confidentiality

Members will:

- Keep confidential all personal information and records
- Maintain the security of all personal information and records (including membership)
- Not use or release official information without proper authority, including the provision of information on social media that could identify members or divulge personal information
- Not disclose, use or take advantage of information obtained in the course of their membership, including when they cease to be a member of Parkes Musical & Dramatic Society Inc.
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6. Maintain Appropriate Relationships with Members

Members will:

- Treat each other with respect
- not take unfair advantage of, or exploit any relationships with members in any ways.
- not partake in malicious gossip, derogatory conversation or divulge confidential information about members to other members or people in the community
- not provide alcohol to Society members under the age of 18 years

7. Abide by Society Precedents and Procedures

Members/Directors/Production Committees will:

- Make themselves aware of Society Precedents that have been set and Procedures that they are required to follow in the course of membership. These are listed in the 'Motions' document which is available on request from the Secretary
- Be aware of their responsibilities in the course of coordinating Society Productions
- Engage with appropriate heads of departments before affecting any structural or technical changes

MEMBER AGREEMENT TO THE TERMS OF THE CODE

On payment of membership and signing the membership form, members confirm they have read and understood the terms of the Code of Conduct and agree to abide by them. Should the member breach any of the terms of the Code, they understand that disciplinary action may take place at the discretion of the Executive.