



CODE OF CONDUCT

Policy number	1	Version	2.0
Drafted by	Thomas O'Hare	Approved by Board on	20/05/2024
Responsible person	Thomas O'Hare	Scheduled review date	20/05/2025

1. Objective

- 1.1 To assist **The 1812 Theatre** maintain a harmonious and ethical work environment, which upholds **The 1812 Theatre's** mission and values.

2. Application of this Code of Conduct

This Code of Conduct applies to all Board Members, employees (including temporary employees), contractors, consultants and volunteers of The 1812 Theatre.

3. Our Mission

All The 1812 Theatre people are expected to behave in ways that are aligned with our mission and values.

3.1 Mission

- 3.1.1 The 1812 Theatre Company is committed to ensuring the integrity and highest ethical standards in respect of our Board Members, employees (including temporary employees), contractors, consultants and volunteers. Underlying this commitment is the need for The 1812 Theatre Company to ensure that all persons contributing to the success of our Company act with dignity, honesty, integrity and with respect towards others.

4. Policy

- 4.1 The Code of Conduct sets out the expected standard of behaviour of all Board Members, employees (including temporary employees), contractors, consultants and volunteers of The 1812 Theatre.
- 4.2 The Code of Conduct and the behaviours outlined within it are fundamental to The 1812 Theatre building healthy, positive, and respectful relationships with our community. The

Code of Conduct also governs the way in which all The 1812 Theatre's people are expected to relate to one another, external professionals, clients, visitors, and all stakeholders.

- 4.3 The Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions in the workplace.

5. Standards of behaviour

Performance of duties

- 5.1 In the performance of their duties or as part of their engagement, every volunteer, staff member, director, producer, or board member of The 1812 Theatre will:
- 5.1.1 participate for the enjoyment you will receive through theatrical performances.
 - 5.1.2 work equally for yourself and the production.
 - 5.1.3 abide by the principles of theatre etiquette.
 - 5.1.4 commit wholeheartedly to the production, rehearsals, and activities.
 - 5.1.5 treat other staff, patrons, suppliers, and other members of the public with courtesy and respect at all times.
 - 5.1.6 co-operate with the producer, director, all members of the production team, and fellow cast members.
 - 5.1.7 treat everyone equally.
 - 5.1.8 use all reasonable endeavours to promote the interests of The 1812 Theatre;
 - 5.1.9 provide all relevant assistance to staff where required.
 - 5.1.10 follow all lawful and reasonable directions given by The 1812 Theatre; and
 - 5.1.11 comply with all laws and rules.
- 5.2 In the performance of their duties as directors of productions, every Director of The 1812 Theatre will:
- Be responsible for her/his cast and production team.
 - Be reasonable in her/his demands on performers' time, energy, and enthusiasm.
 - Remember that performers and crew have other interests and demands on their time.
 - Teach her/his cast the principles of theatre etiquette and stage craft and encourage gratification through achievement.

Confidentiality

- 5.3 Board Members, employees (including temporary employees), contractors, consultants and volunteers must not disclose any confidential information belonging to The 1812 Theatre, except as required by law, in the performance of their duties or part of their engagement or as permitted in writing by The 1812 Theatre.

- 5.4 Board Members, employees (including temporary employees), contractors, consultants and volunteers must not misuse confidential information.
- 5.5 Board Members, employees (including temporary employees), contractors, consultants and volunteers must take whatever measures as reasonably necessary to prevent the disclosure or misuse of confidential information.
- 5.6 Board Members, employees (including temporary employees), contractors, consultants and volunteers must comply with any request by The 1812 Theatre for confidential information to be deleted, erased or destroyed in such a manner that it cannot be retrieved, excepting legal requirements to retain information beyond this request.

IT Security

- 5.7 Board Members, employees (including temporary employees), contractors, consultants and volunteers must ensure that their use of IT resources and equipment is reasonable and appropriate.
- 5.8 Board Members, employees (including temporary employees), contractors, consultants and volunteers are prohibited from accessing, downloading, transmitting or otherwise storing content, information or images that is unlawful or may be deemed offensive, pornographic or not in the interests of The 1812 Theatre.
- 5.9 Board Members, employees (including temporary employees), contractors, consultants and volunteers must ensure the security of The 1812 Theatre's information and IT resources at all times.

Discrimination, harassment, and bullying

- 5.10 Board Members, employees (including temporary employees), contractors, consultants and volunteers must not discriminate against, sexually harass, or harass or bully anyone, and are expected to encourage a workplace culture that is free from such treatment.
- 5.11 Board Members, employees (including temporary employees), contractors, consultants and volunteers who witness any type of inappropriate behaviour in the workplace, are obliged to report it immediately to Thomas O'Hare. Staff are also encouraged to speak to any Member of the Board if they have any questions or concerns about bullying, harassment, or discrimination in the workplace.

Alcohol and drugs

- 5.12 Board Members, employees (including temporary employees), contractors, consultants and volunteers must not be intoxicated at work.
- 5.13 A Board Members, employees (including temporary employees), contractors, consultants and volunteers is taken to be intoxicated if the employee's faculties are, by reason of the employee being under the influence of intoxicating liquor or a drug (except a drug administered by, or taken in accordance with the directions of, a person lawfully authorised to administer the drug), so impaired that the employee is unfit to be entrusted with the employee's duties or with any duty that the employee may be called upon to perform.
- 5.14 If a Board Member, employee (including temporary employees), contractor, consultant and volunteer requires medication that affects their ability to perform their duties, a medical certificate should be produced from a duly qualified medical practitioner explaining their capacity or incapacity to perform their duties.

Use of resources

Policies and Procedure can be established or altered only by the Board.

- 5.15 Board Members, employees (including temporary employees), contractors, consultants and volunteers must not destroy or take for personal use any items belonging to The 1812 Theatre without prior written approval.
- 5.16 Board Members, employees (including temporary employees), contractors, consultants and volunteers must only use The 1812 Theatre equipment, funds, facilities and other resources effectively, economically and carefully for the benefit of The 1812 Theatre.
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6. Breach of the Code of Conduct

Any breach of this Code of Conduct will be taken seriously and may lead to disciplinary action, up to and including termination of employment (for employees), changed working arrangements, or the cessation of any contract or engagement.

Disciplinary action may include (but is not limited to):

- Requiring a formal apology
- Conciliation/mediation conducted by an impartial third party
- Training on expected standards of behaviour
- Verbal or written warning
- Termination of employment, with or without notice
- Barring of attendance to the 1812 Theatre

7. Other policies and procedures

This Code of Conduct should be read in conjunction with The 1812 Theatre Policies on:

- Sexual harassment
- Bullying
- Child Protection
- Confidentiality

8. Review

This Code of Conduct will be reviewed from time to time or as legislation is amended, in light of current good practice and applicable regulatory advice.

Version number	Date approved	Approved by	Amendments made
2.0	20/05/2024	Board of Directors	Complete Rewrite