



# **DORRIGO DRAMATIC CLUB INC.**

*Keeping the stage alive since 1955*

## **Code of Conduct**

This Code of Conduct is designed to clarify Dorrigo Dramatic Club's expectations of how club members, committee members, performers, production staff and volunteers must conduct themselves whilst involved in the activities of the club. By following this Code of Conduct, your reputation, and the reputation of Dorrigo Dramatic Club, will be upheld and protected.

The Code also seeks to provide for a safe, enjoyable, and equitable environment for all in the undertaking of their role with Dorrigo Dramatic Club.

### **Aim**

Dorrigo Dramatic Club is committed to ensuring the integrity and highest ethical standards in respect of our members, committee, and volunteers. Underlying this commitment is the need for Dorrigo Dramatic Club to ensure that all persons contributing to the success of Dorrigo Dramatic Club act with dignity, honesty, integrity and with respect towards others.

This Code additionally seeks to improve the theatrical skills of performers, production staff and volunteers by making the theatrical experience attractive, safe, and enjoyable for all.

### **How does the Code of Conduct apply to you?**

Every club member, committee member, performer, production staff member and volunteer of Dorrigo Dramatic Club is expected to perform their role in accordance with this Code of Conduct and to:

- treat everyone with respect and courtesy
- be fair, considerate and honest in all dealings with others and display professionalism in all activities
- refrain from any behaviour which may bring the reputation of Dorrigo Dramatic Club or its members into disrepute.

### **Members of the Management Committee**

You will:

- work towards the achievement of Dorrigo Dramatic Club's objectives, as outlined in the Constitution and other operational and strategic policies
- be accountable for fulfilling the role you have taken on and undertake your specified role and tasks in accordance with the spirit and objectives of Dorrigo Dramatic Club
- observe proper meeting conduct and protocols
- ensure you have or acquire the personal and operational skills for your designated role
- attend meetings regularly and promptly.

### **Performers and production staff**

You will:

- commit wholeheartedly to the production, both during the rehearsal and performance period
- attend all rehearsals and production meetings where required
- abide by the policies and practices of Dorrigo Dramatic Club, as they apply
- abide by the principles of theatre etiquette (including, but not limited to, respecting privacy in changing rooms; avoiding inappropriate language; not being under the influence of drugs or alcohol)
- co-operate with the director, stage manager and all members of the production team and fellow cast members.

### **The Director**

You will:

- have responsibility for your cast and production team and for the overall success and operation of the production from inception to bump-out
- be reasonable in your demands on production staff and performers' time, energy, and enthusiasm
- create and maintain an environment that is fun, rewarding, respectful and encouraging throughout the production
- brief your cast and production team on their roles and responsibilities in abiding by this Code and other relevant club policies
- abide by and teach your cast the principles of theatre etiquette and stage craft.

Dorrigo Dramatic Club will make a copy of this Code available to every club member, committee member, performer, production staff member and volunteer. If anyone has a question about the Code, they should consult the Director or Club President in the first instance.

This Code may be amended from time to time, where necessary. Dorrigo Dramatic Club will distribute updated copies where required, and changes of the Code will be expected to be adhered to.

This document is not designed to be exhaustive. All persons involved in Dorrigo Dramatic Club activities are expected to uphold the letter and spirit of the Code.

## **Incorporation of other policies**

Dorrigo Dramatic Club requires that all club members, committee members, performers, production staff and volunteers comply with all laws, regulations and policies governing its activities.

Dorrigo Dramatic Club requires that all club members, committee members, performers, production staff and volunteers comply with Dorrigo Dramatic Club's Child Safe Policy.

## **Discrimination, sexual harassment, and bullying**

All club members, committee 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 any physical, mental, or intellectual disability.

Dorrigo Dramatic Club 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.

Dorrigo Dramatic Club will not tolerate sexual harassment. Sexual harassment is any unwanted, unwelcome, or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated, or offended.

Dorrigo Dramatic Club will not tolerate bullying. Bullying is behaviour that intimidates, offends, degrades, insults, or humiliates another person. Bullying can be physical or psychological. Examples of bullying include:

- aggressive or frightening behaviour
- threats of assault against a person or damage to their property or equipment
- rude comments
- standing in someone's way or deliberately blocking their path in an intimidating manner.

## **Health and safety**

Everyone has the right to participate in an environment that is physically and emotionally safe. Club members, committee 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 persons are required to take reasonable care at all times by following all lawful instructions from those in authority at Dorrigo Dramatic Club in its efforts towards providing a healthy and safe environment.

All hazards, accidents or injuries must be reported to the Dorrigo Dramatic Club representative in charge of the activity and an incident report completed.

## **Alcohol and drug consumption**

Illegal or prohibited drugs are not to be consumed by club members, committee members, performers, production staff or volunteers while performing Dorrigo Dramatic Club duties.

Alcohol is not to be consumed by performers, production staff or volunteers prior to or during a performance. At other times, alcohol may only be consumed to the extent that it does not affect the comfort, safety or performance of any person nor harm the reputation of Dorrigo Dramatic Club.

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.

## **Grievances**

If anyone has a grievance or feels that they have been unfairly treated, they are encouraged to raise this issue with the Club President, Director, or any member of the Management Committee and due process will be adhered to according to DDC's Complaints Policy and Procedure. The Dorrigo Dramatic Club Management Committee is committed to uphold both the letter and spirit of this policy and the mediation and resolution of any grievance in an expeditious manner.

## **Breaches of the Code of Conduct**

In the case of a confirmed serious breach of this Code, the Dorrigo Dramatic Club Management Committee will determine the appropriate outcome or response such as a verbal warning, additional supervision, temporary or permanent removal from a production, or suspension or termination from the club.