

# Code of Conduct

This Code of Conduct is to clarify Melville Theatre Company's expectations on how all members and volunteers must conduct themselves whilst involved in the activities of the company. By following this Code of Conduct, your reputation and the brand and reputation of Melville Theatre Company will remain in high regard. The Code also seeks to provide a safe, enjoyable, and equitable environment for all in their involvement with Melville Theatre Company.

This document is not designed to be exhaustive, and all involved in Melville Theatre Company activities will be expected to uphold both the letter and spirit of the Code.

This code of conduct applies to all people involved with the company when they are at the theatre, engaged in theatre related activities and outside of theatre when there is a connection to the theatre- such as when using social media.

We have a no tolerance policy for discrimination, harassment or bullying of any form. Any abuse of our community members will not be tolerated.

We expect our members to

- Treat everyone with respect, dignity and courtesy.
- Be fair and considerate when dealing with others.
- Always listen to the boundaries of others and respect them.
- Display professionalism when representing the theatre.
- Abide by the safety and conditions of use provided by the venue and company.
- Do not come onsite while under the influence of illegal drugs.
- Alcohol may only be consumed after duties have finished and following relevant legislation.
- Take responsibility for your safety and the safety of others, by ensuring their actions do not compromise safety standards.
- Abide by all conditions imposed by rights givers.
- If privy to confidential company information keep that information confidential until released publicly.

If you believe a member has breached the Code of Conduct you can file a complaint with MTC. In case of a breach of the Code of Conduct, the Melville Committee will follow the rules of procedural fairness and will attempt to resolve the matter.

In case of a serious breach Melville Committee may revoke their membership and may choose to exclude the member from further involvement with the Club.

Being a member of our community is a privilege and a commitment to this Code is essential.