



Glenbrook Players Inc. Standard Operating Procedure

Code of Conduct

Rationale

That the way in which persons involved in activities of Glenbrook Players Inc. behave toward one another should meet best practice of courtesy and respect.

Outline

Members and Volunteers involved in any Glenbrook Players Inc. activity shall treat each other with courtesy, dignity and respect, be sensitive to others' opinions, beliefs and attitudes and behave in a manner which is safe, supportive and protective of all involved, the Theatre property and materials and the Management, property and materials of Glenbrook Cinema

Description

This Code of Conduct is designed to clarify Glenbrook Players expectations on how members and all volunteers must conduct themselves whilst involved in the activities of the company.

The Code also seeks to provide for a safe, enjoyable and equitable environment for all. Members and volunteers are expected to read and sign the Code of Conduct at the commencement of membership and/or prior to starting rehearsal of a production.

Key Principles

The Glenbrook Players are committed to ensuring the integrity and highest ethical standards in respect of our members and volunteers.

We are committed to providing an environment that is free of discrimination (as described below) and harassment, where all individuals are treated with respect and dignity, can contribute fully, have equal opportunities, feel safe and enjoy working together.

We aim to ensure that **members** and volunteers who are associated with Glenbrook Players receive equal treatment irrespective of:

- Age
- Gender /gender identity / gender expression
- Marital or civil status
- Sexual orientation
- Race, colour, ethnic or national origins
- Religion or belief
- Pregnancy
- Mental, physical, developmental, language or learning ability
- Association or relationship with a person identified by one of the above grounds

All our casting decisions will be made without discrimination on any of the above grounds other than where there is a genuine requirement to do so for artistic, safety or operational reasons.

Members and volunteers

Every member and volunteer in a Glenbrook Players activity is expected to perform his/her role in accordance with this Code of Conduct.

Members and volunteers are expected to:

- Treat everyone with dignity and courtesy – be polite and respectful towards one another, to audience members / visitors and Glenbrook cinema staff.
- Listen to others and respect their opinion - recognising that every person has a right to their own opinion.
- Recognise that certain comments/actions may be offensive to some yet not to others. Should a person/s share their discomfort regarding a comment/action this must be respected without judgement.
- Where differences of opinion occur make sure discussion occurs in an open, respectful and professional manner.
- Control their temper - verbal abuse of others in the course of Glenbrook Players activities is unacceptable.
- Not behave in any manner, or engage in any activity, whilst on Glenbrook Community Theatre premises which is likely to impair positive public perception of the Glenbrook Cinema or Glenbrook Players and its members.
- Be respectful of the theatre's premises and property, including the property of the Glenbrook Cinema, and help to keep the theatre clean and tidy.
- Be respectful of the property of Glenbrook Players which includes sets, costumes, technical and other equipment.
- Honour all commitments they have made to Glenbrook Players activities.

During Productions

Performers and production staff are required to:

- Abide by the policies and practices outlined in SOPs relevant to their role.
- Abide by the principles of theatre etiquette,
- Commit wholeheartedly to the production, rehearsals and activities.
- Co-operate with the director, all members of the production team and fellow cast members - this includes being punctual to all rehearsals and performances.
- Respect the lines of communication outlined by the Director and Stage Manager.
- Respect the vision of and instructions given by the director - if there is a difference of opinion on a director's instruction discuss it with the director privately unless invited to openly discuss. Those not involved should keep their opinion to themselves unless invited to share.
- Work equally for yourself and the production - Glenbrook Players is an ensemble group and as such each member involved in a production is expected, regardless of their role, to take part in "bump in and bump out", tidying and cleaning of all areas of the theatre as required.
- Respect and care for the property / equipment involved in the production returning each to the appropriate place after use. Each cast member is responsible for looking after their own costumes and keeping the dressing rooms neat and tidy.

The Director is required to:

- Abide by the policies and practices outlined in SOPs relevant to their role.
- Be reasonable in their demands on performers' time, energy and enthusiasm. Remember that they are there voluntarily and have other interests and demands on their time.
- With the assistance of the Stage Manager teach the cast the principles of theatre etiquette and stage craft (particularly new members).
- Establish a clear line of communication between themselves, cast and production crew – ensure cast members know who to go to for what.
- Communicate to the Production Manager/Committee as required.

Health and Safety

Everyone has the right to participate in an environment that is physically and emotionally safe.

As such members and volunteers are required to follow the safety guidelines

- as defined by Glenbrook Players Inc. for the safety and well-being of the membership.
- as conveyed to Glenbrook Players Inc. by Glenbrook Cinema management on behalf of Blue Mountains City Council or their own behalf
- as defined by Blue Mountains City Council

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.

This includes:

- Observing and taking care of the environment around them when rehearsing, when in the workshop and dressing rooms, and on the stage.
- Not taking risks that may lead to themselves or anyone else being harmed.
- Careful handling of technical equipment, particularly electrical equipment: this should be done ONLY by those (or under the supervision of those) skilled to do so.
- Reporting all hazards, accidents or injuries to the Production Manager/Director during a production or a committee member outside of production times.
- Prohibition of consumption of illegal or prohibited drugs while performing duties with the Glenbrook Players.
- The consumption of alcohol ONLY occurring by members over the age of 18, and ONLY at times designated by the Committee in relation to a production.

In the context of these provisions, 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.

The Glenbrook Players will NOT tolerate.

- ***Discrimination on the basis of***
 - Age
 - Gender /gender identity / gender expression
 - Marital or civil status
 - Sexual orientation
 - Race, colour, ethnic or national origins
 - Religion or belief
 - Pregnancy
 - Mental, physical, developmental, language or learning ability
 - Association or relationship with a person identified by one of the above grounds
- ***Bullying behaviours of any kind.*** Bullying behaviours can be physical and psychological, and can include insults, degrading or humiliating remarks, intimidation, aggressive behaviour or threat of or actual assault.
- ***Sexual harassment*** which includes any unwanted or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. This can include unwanted physical touching, as well as spoken harassment, and is **defined by the individual upon which it is enacted**
- ***Unwanted comments*** made about a persons' body, clothing, weight, or any physical attributes
- ***Inappropriate physical contact*** – if in doubt, don't do it. If someone pulls away or asks you to stop then stop straight away. Remember that hugging and touching can imply a sense of intimacy that may not be shared by all.

Grievance procedure

Where a member/volunteer feels this code has been breached, has a grievance or feels they have been unfairly treated they are encouraged to raise this issue with any of the person/s below for immediate assistance.

- Director, stage manager or production manager,
- President or Secretary
- Any member of the Committee if the above options are inappropriate.

Where a person does not feel comfortable approaching one of the above in person or by phone, they may email the Secretary (secretary@glenbrookplayers.com.au).

The issue disclosed to one of the above person/s will be shared with either the President, Secretary or Treasurer so at least 2 people are aware to ensure immediate assistance and follow-up is provided.

Any information disclosed will be treated with strict confidentiality. Directors/stage managers/production managers are required to confidentially report to the President and Secretary and/or Treasurer a complaint that is made to them.

All complaints will be taken seriously. Where a breach is determined the offending member will be counselled with a warning and, if deemed appropriate by the Committee, the offending person will be asked to leave the production /activity.

An offending member may be asked to leave the membership of Glenbrook Players Inc., temporarily or permanently, depending on the scale of the breach OR if two or more complaints are made against them.

Declaration by Member

I have read this Code of Conduct and agree to adhere to its principles. I understand that should I breach this Code of Conduct I may be counselled and potentially asked to leave the production / activity and or Glenbrook Players membership.

Member name: _____

Date: _____

Member signature: _____

Production/activity: _____

Note: Glenbrook Players will provide every member and volunteer with a copy of this Code. If anyone has a question on the Code, they should consult a committee member. This Code may be amended from time to time as necessary and will be updated on the website accordingly.

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

Version/History

SOP Version #010.01
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