



CODE OF CONDUCT

Gold Coast Little Theatre (GCLT) has a long legacy of providing a caring and supporting environment for its members, performers and volunteers, together with outstanding service and quality theatrical entertainment for its patrons.

GCLT is committed to ensuring that persons contributing to the success of the theatre act with dignity, honesty, integrity and with respect towards others.

Purpose

This Code is designed to clarify GCLT's expectations on how members, performers, production workers and all volunteers must conduct themselves whilst involved in the activities of GCLT.

It is our aim to promote a harmonious and respectful working environment for all who are involved in the day to day workings of our theatre.

The code applies at all times when employees and volunteers are engaged in activities at GCLT or are representing GCLT.

How this Code of Conduct applies to you

Every member, performer, production staff and volunteer of GCLT is expected to perform his or her role in accordance with this Code of Conduct.

Members, actors, volunteers and contractors are encouraged to:

- ❖ treat one another and the public with dignity, respect and hospitality;
- ❖ act with honesty, integrity and professionalism;
- ❖ observe a high standard of appearance and conduct;
- ❖ avoid conflicts;
- ❖ conduct themselves in a manner that is in the best traditions of GCLT;
- ❖ abide by the policies and practices of GCLT as they apply; and
- ❖ contribute to providing a safe, fun, inclusive and welcoming experience for our patrons.

Unacceptable Conduct

Conduct considered unacceptable is what most of us reasonably understand as unbecoming or inappropriate in a workplace serving the public. It includes:

- ❖ Violence
- ❖ Aggression
- ❖ Harassment of one person by another
- ❖ Discrimination: or
- ❖ Sexual Harassment.

GCLT defines "violence" as

- ❖ the exercise of physical force by a person against another person that causes or could cause physical injury to that person,
- ❖ an attempt to exercise physical force against another person which could cause physical injury to the person,
- ❖ a statement or behaviour that it is reasonable for a person to interpret as a threat to exercise physical force against a person or persons.

Gold Coast Little Theatre respectfully acknowledges the Yugambah People who are the traditional owners of this land on which we meet. We pay our respects to their Elders both past and present, and to all Aboriginal and Torres Strait Islander peoples.

GCLT defines “harassment” as

- a) engaging in a course of vexatious comments or conduct against a person that is known, or ought reasonably to be known, to be unwelcome: or
- b) sexual harassment:
 - 1) engaging in a course of vexatious comments or conduct against a person because of sex, sexual orientation, gender identity or gender expression, where these comments are known, or ought reasonably to be known, to be unwelcome;
 - 2) making sexual solicitation or advance when not invited to do so; or
 - 3) making a sexual solicitation or advance where the person knows, or ought reasonably to know, that the solicitation or advance is unwelcome

Harassment is often based on the perceptions of people – having something said or done to them that causes distress or discomfort. Harassment can include, but is not limited to, slurs, teasing, threats, verbal or physical abuse, derogatory comments or jokes, and the display or distribution of derogatory pictures or material.

Sexual harassment may include, but is not limited to, the following sorts of unwelcome conduct:

- comments or jokes of a sexual nature
- the display or distribution of pornographic pictures or material
- inappropriate or uninvited touch or contact
- requests for sexual favours
- verbal or physical conduct of a sexual nature

Unacceptable conduct must be discouraged at all times!

In consideration of the above information GCLT does not permit members, volunteers or employees/contractors to:

- Display images that may offend others
- Confront or engage others in disputes
- Use inappropriate language
- Speak to others in a derogatory manner
- Yell or scream at others in any situation

COMPLAINTS AND REPORTS ABOUT UNACCEPTABLE CONDUCT

Violence

If violence occurs or is likely to occur, those involved or witnessing it must inform a member of the GCLT Management Committee as soon as possible.

Other forms of Unacceptable Conduct

If any other form of unacceptable conduct occurs, those involved in or witnessing it should make a reasonable effort to resolve the situation immediately.

If that approach proves unsuccessful, or the behaviour continues or increases, the conduct should be reported as soon as possible to a member of the GCLT Management Committee.

Complaints

Any person who perceives that they have been subjected to unacceptable conduct and that the matter has not been satisfactorily resolved, may, without delay, make a complaint in writing to the GCLT Management Committee.

An incident form is available from the Box Office or the Front of House Bar to complete.

The Management Committee will provide an initial response within 14 days of receiving notice of a complaint, take such action as is considered appropriate by way of investigation, and report back in writing to the complainant and respondent on the results of the investigation.

Confidentiality

Any information gathered by GCLT in its efforts to investigate an incident will remain confidential and may only be disclosed as necessary for dealing with the matter it concerns and in accordance with the law.

Feedback and Input

The Management Committee of Gold Coast Little Theatre is dedicated to ensuring the highest quality working and production environment.

If you have any questions regarding the information provided in this Code, please address all enquiries to the Secretary, Management Committee, Gold Coast Little Theatre. Your feedback is welcome.