



CODE OF CONDUCT

Background

The Mount Players (**TMP**) is a community theatre company that provides a range of entertainment to the local community through its members and partners. TMP presents a program of live theatre and entertainment each year that involves a number of experienced and enthusiastic volunteers.

In addition TMP has developed a Youth Theatre program for children and young people to teach them key theatrical skills as well as provide an opportunity for social interactions.

Purpose

This Policy sets out the expected behaviours that support a safe, respectful and inclusive environment that is free from any form of discrimination, harassment, bullying or unethical behaviour.

Scope

This Policy applies to all staff, contractors, volunteers, committee members, children, and any other individuals who interact with TMP across all activities run by TMP or events hosted by TMP.

Expected Standards of Behaviour

TMP is committed to promoting a safe, respectful and inclusive environment by:

- always treating staff, contractors, volunteers, committee members, children, partners and patrons with dignity, courtesy and respect, and acting professionally at all times;
- acknowledging and respecting an individual's cultural, ethnic, religious, gender and sexual orientation differences;
- promptly reporting any breaches of TMP's policies or any matters of concern;
- treating all expressions of dissatisfaction or reports of inappropriate behaviour seriously and conducting a fair and thorough investigation;
- keeping information relating to any reported matters confidential; and
- abiding by all applicable laws and regulations.

Unacceptable Behaviours

TMP has zero tolerance for the following behaviours:

- physical, verbal or written abuse;
- bullying or intimidation;

- sexual abuse or harassment, or unwanted or unwelcome behaviour;
- discrimination based on race, sex, age, sexual orientation, disability or other personal characteristics or beliefs;
- victimisation or unjust treatment for calling out inappropriate behaviour or participating in an investigation;
- fraudulent activity including theft and unauthorised financial transactions;
- consumption of alcohol or drugs, either on-site or off-site, that causes an individual to behave in an inappropriate manner on TMP premises;
- accepting any bribes or inducements that may influence decisions;
- engaging in any illegal or criminal activity;
- engaging in commentary on behalf of TMP, about TMP or other topics, either written or verbal, that has not been approved for release; and
- mis-use of confidential information.

Conflicts of Interest

Members of the Management Committee must disclose any actual or potential conflicts of interest, including personal relationships, that may impact decisions being made or actions being taken by the committee. Conflicts of Interest is a standing agenda item for each committee meeting.

A Conflicts of Interest Register is maintained that outlines the details of any conflicts and how they are being managed.

For any material conflicts of interest, the individual involved must not be present when the matter is being considered and cannot vote on the matter. For any non-material conflicts of interest, the individual can be present when the matter is being discussed but cannot vote on the matter.

Confidentiality

Any personal or confidential information that is collected, created and used by TMP is stored in a safe and secure location. The information must not be stored on an individual's personal hard drive.

Personal and confidential information collected is only shared with third parties if consent has been obtained.

Matters discussed at committee meetings are considered confidential and are not to be shared with parties outside the meeting unless authorised by an executive committee member.

Three Strike Policy

TMP has established a three strike policy which means that if a cast member for a stage production is absent for three rehearsals in a row without giving any prior notice or without seeking approval, the Director or the Producer has the right to remove them from the production and re-cast the role.

In addition to being absent from rehearsals, TMP has the right to remove someone from a TMP activity or production if they are displaying any behaviours that are not considered appropriate in the context of this Policy and the Child Safety and Wellbeing Policy.

Child Safety and Wellbeing

All staff, contractors, volunteers, committee members, children, and any other individuals who interact with TMP across all activities run by TMP or events hosted by TMP must prioritise the best interests of children and young people and abide by the standards of behaviour outlined in this Policy as well as the Child Safety and Wellbeing Policy by:

- taking all reasonable steps to protect children from abuse;
- taking disclosures of harm and abuse made by a child seriously;
- raising and reporting concerns or breaches of this Policy;
- participating in training on child safety and wellbeing;
- treating all children and young people with respect, regardless of race, sex, gender identity, sexual orientation, language, religion, political or other opinion, nationality, cultural background, financial situation, disability or other characteristics;
- considering the needs of all children and supporting them to fully participate in TMP programs and activities;
- making Aboriginal and Torres Strait Islander children and families feel included and welcome;
- listening and responding to any concerns;
- valuing the ideas and opinions of children and young people;
- respecting the privacy of children and their families; and
- informing parents or carers if there are situations that need to be managed outside of the boundaries of this Code of Conduct (eg. offsite activities).

Behaviours relating to children that are not tolerated include but are not limited to:

- illegal, unsafe, abusive or harmful behaviour, including offering alcohol, cigarettes or drugs, as well as physical violence, sexual abuse, emotional or psychological abuse, grooming, neglect or sexual misconduct;
- ignoring or disregarding any concerns, suspicions or disclosures of child abuse or harm;
- hurtful, offensive behaviour or language, or persistent criticism, denigration or verbal abuse;
- using sexual language, sharing sexual experiences or showing pornographic images;
- unnecessary physical contact;
- having unauthorised contact with children by phone, online or on social media;
- being alone with a child when there is no reason for doing so; and
- taking unauthorised photos, screenshots, footage of children involved in TMP programs or activities.

Any actions that raise any concerns about wellbeing and safety should be reported immediately. Please refer to the Complaint Handling Policy and the Child Safety and Wellbeing Policy for more information. Both policies can be found on TMP's website or a copy can be provided on request by emailing mountplayerspresident@gmail.com.

Breaches of this Policy

Failure to comply with the requirements in this Policy may result in disciplinary action, termination of membership or refusal of participation in TMP events.

Supporting documents and legislation

TMP Child Safety and Wellbeing Policy

TMP Complaint Handling Policy

[Child Wellbeing and Safety Act 2005 \(Vic\)](#)

[Children, Youth and Families Act 2005 \(Vic\)](#)

[Crimes Act 1958 \(Vic\)](#)

[Wrongs Act 1958 \(Vic\)](#)

[Child Safe Standards](#)