



PO Box 8064  
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## **Seymour Performers Workshop Code of Conduct**

Seymour Performers Workshop (SPW) is committed to providing high quality performance and production experiences to its members and audiences. It is our aim as an organisation that everyone associated with our group has a positive experience.

This Code of Conduct is intended to promote a safe, respectful, inclusive and harmonious working environment for all of our members and guests.

This Code of Conduct applies to all members and guests who participate in our activities or who are representing SPW in the community.

### **Expectations**

***All members and guests are expected to treat one another and the public with dignity, respect and cordiality:***

- No harassment of any kind, or bullying (physical or emotional) of anyone associated with SPW.
- Discrimination will not be tolerated. This includes but is not limited to discrimination against gender, sexuality, disability, ethnicity, religion and age.
- Respect for fellow members and guests is expected, regardless of abilities, age and experience.
- Conflicts will be dealt with in a mature manner, using the forums available (including the Incident Reporting Form and SPW mediation process).
- Being a positive member of the team is integral to our organisation.

***All members are expected to treat all venues and property with care and respect:***

- Props and costumes are not to be removed without permission of the SPW Committee or production team.
- Equipment, furniture and fittings are to be treated appropriately.
- Reasonable care must be taken with sets and props backstage and onstage.
- Rubbish and recycling are to be disposed of appropriately.



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***Members are expected to act with honesty, integrity, and professionalism at all times by:***

- Showing up for rehearsals and performances on time.
- Giving timely notice to the production team for unavoidable absences or lateness.
- Remaining quiet during rehearsals and shows.
- Following the direction of the creative team during rehearsals and performances.
- Notifying a member of the production team if unexpectedly leaving a venue.
- No personal use of profanity (unless specifically required by script dialogue).
- Reporting any incidents or safety concerns to the production team and/or the SPW Committee.
- Avoiding any activity that risks your own or another person's health or safety.
- Being vigilant in identifying any potential safety hazards.
- Not participating in SPW activities such as a rehearsal or performance under the influence of alcohol or illicit drugs.
- Not smoking inside any venue utilised by SPW or within five metres of any entrance of these venues. Venue owners may have additional restrictions which SPW will adhere to i.e. no smoking in any school grounds.

***SPW is committed to providing a safe, inclusive and respectful environment for young people:***

- When working on projects with persons under the age of 18, Working with Children Checks are required by all persons 18 years of age or older
- No alcohol will be consumed by or provided to minors at cast parties or other gatherings.
- Adults will address youth members in an appropriate tone and manner.

***All communications will be respectful and professional by:***

- Respecting privacy around social media (i.e. not posting pictures of people without their permission).
- Ensuring all official communications (media releases, announcements, interviews, social media etc.) are coordinated through the SPW Committee.
- Ensuring all associates of SPW are treated with respect.



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### **Breach of Code of Conduct**

We expect that all members and guests will do their best to work within the Code of Conduct at all times. However, if a breach occurs, it is incumbent on those involved to report the breach to a member of the SPW Committee.

When a breach of the Code is reported, consequences may include:

- Mediated meeting with the people involved.
- Being asked to leave rehearsals or performances.
- Receiving an official warning.
- Paying for damages.
- Removal from a show.
- Suspension or cancellation of membership.

Note: Any criminal act will be reported to the police.

### **The Mediation Process**

The mediation process will include two or more members of the SPW Committee who are not party to the dispute. Mediation will be conducted with respect and confidentiality will be maintained throughout the process.

A record of the mediation will be reported to the SPW Committee.

See **Addendum: SPW Code of Conduct** for list of current SPW Committee Members