



Mansfield Musical and Drama Society

## Code of Conduct Policy

*The purpose of this policy is to affirm MMuDS belief in responsible social and ethical behaviours for all our members. This policy clarifies the standards of behaviour that MMuDS expect of all volunteers, members, contractors, and the broader community.*

Our members contribute to the success of our organisation and have an obligation to MMuDS, themselves, other members and the community to observe high standards of integrity and fair dealing. Unlawful and unethical practices undermine trust.

Our code of conduct policy applies to all members, volunteers and contractors and provides a framework of principles for conducting production business and dealing with other members. The code of conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence.

### **This policy is based on the following:**

- Act and maintain a high standard of integrity and professionalism.
- Be responsible and scrupulous in the proper use of equipment and facilities.
- Be considerate and respectful of the environment and others.
- Exercise fairness, equality, courtesy, consideration, and sensitivity in dealing with members.
- Treating everyone including those of different race, ethnicity, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld.
- Being alert to bullying behaviours and responding promptly and appropriately.
- Promote the interests of MMuDS at all times.
- Perform duties with skill, honesty, care and diligence.
- Abide by policies, procedures and lawful directions put forward by the MMuDS committee.
- Under no circumstances may members offer or accept money.
- Any member, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

*Caring for children brings additional responsibilities for our organisation. All members and contractors are responsible for promoting and protecting the safety and wellbeing of people involved in this organisation.*

- Sticking to the organisation child safety and wellbeing policy at all times and taking all reasonable steps to ensure the safety and protection of children.
- Being a positive role model to children in all conduct with them.
- Setting clear boundaries about appropriate behaviour between yourself and children. Boundaries help everyone to understand their roles.
- Listening and responding appropriately to the views and concerns of children.
- Ensuring another adult is always present or in sight when conducting one to one consulting, coaching, instruction, or other activity.
- Responding quickly, fairly and transparently to any complaints made by a child, their parent, or guardian.



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**No person shall:**

- Engage in rough physical games or initiate any unnecessary physical contact.
- Develop any 'special' relationships with children that could be seen as favouritism.
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Arrange contact, including online contact with children outside of the organisation's programs and activities.
- Photograph or video a child without the consent of the child's parent or guardians.
- Be under the influence of alcohol or drugs.
- Use inappropriate language.
- Unlawfully discriminate against any member of a production.
- Do anything in contravention of the organisations policies, procedures and guidelines or this code of conduct.

MMuDS expects co-operation from all members and contractors in conducting themselves in a professional, ethical, and socially acceptable manner of the highest standards.

Breaches or suspected breaches of this code of conduct policy will be reported as soon as practicable to an executive committee member.

Any breaches or suspected breaches will be taken seriously and dealt with quickly, fairly and transparently. You may face disciplinary action in accordance with MMuDS Rules of Association.

This code of conduct policy allows for special provisions that can be put in place, for example, theatre work may legitimately involve some forms of physical contact, and some people with disabilities may legitimately require carefully monitored physical contact.

This policy will be reviewed and updated regularly and any necessary changes will be implemented by recommendations from the MMuDS committee.