

## **Code of Conduct: New Ghosts Theatre Company**

New Ghosts Theatre Company is committed to providing a safe, respectful and inclusive workplace environment for all members, performers, and audience members. New Ghosts Theatre Company is committed to a workplace that is free from discrimination, harassment, sexual harassment and bullying, and any such behaviour will be dealt with swiftly and appropriately.

This Code of Conduct establishes the expected standards of behaviour by all employees of New Ghosts Theatre Company. All employees must comply with this Code of Conduct. Transgressions of this Code of Conduct may lead to disciplinary action, result in termination of your contract with New Ghosts Theatre Company, and/or, if the breach is of a criminal nature, may be reported to the police.

### **SCOPE**

For the purposes of this Code of Conduct, employees are defined as:

- Board members and other leadership or management personnel
- Production and venue personnel (e.g. actors, creatives, writers, stage management, technical crew, front of house staff)
- Full-time, part-time, and casual employees
- Student or work experience placements, and apprentices
- Contractors, sub-contractors
- Volunteers

This Code of Conduct applies to all employees while:

- at work – such as rehearsals, performances, production tours
- at work-related functions – such as Christmas parties, after parties, conferences
- outside of work where there is a connection to the workplace – such as when using social media

### **PRINCIPLES**

- All members, performers, and audience members are to be respected and have a right to feel safe, regardless of their gender, sexual orientation, race, religion, or ability.
- Employees should perform their duties with professionalism and integrity, and effectively and efficiently service the Company and the public.

- Employees should treat matters pertaining to the Company's business and operations with confidentiality.
- Fairness and equity should be observed by employees in all official dealings, including dealings with the public and other Company employees.
- Real or apparent conflicts of interest should be avoided, or declared where they can't be avoided. However, the Company should not subject employees to unnecessary restrictions on their private activities purely as a result of their employment with the Company, where such activities do not involve a conflict of interest or adversely affect their work performance.
- Employees should follow the New Ghosts Theatre Company Policies in their dealings with other members, performers and the public.

## **STANDARDS OF BEHAVIOUR**

New Ghosts Theatre Company's employees are responsible for promoting a safe, respectful and inclusive workplace environment. The company's standards of behaviour are outlined below:

- We expect all members, performers, and audience members to treat each other with respect and kindness. This includes refraining from making derogatory comments or jokes, as well as refraining from engaging in any behaviour that may make others feel uncomfortable or unsafe.
- We will not engage in any behaviour that is illegal or unethical, and we will not condone or support such behaviour by others.
- We will work in compliance with the regulations and requirements in force in Australian jurisdictions and/or the country where our productions or events take place.
- Any breach of this code of conduct will be dealt with in accordance with our internal procedures, which may include suspension or termination of membership or participation in our productions or events.

## **Managing complaints and breaches of the code of conduct:**

1. Once a complaint has come to the attention of the Artistic Director or one of the Board Directors, the Artistic Director or Board Member is to act sensitively and encourage the complainant to formally submit a "Complaints Form", detailing the alleged unacceptable conduct.
2. The "Complaints Form" should be submitted to one of the points of contact below.
3. The complaint should be investigated thoroughly and impartially by two board members. This may involve interviewing the person making the complaint, the person against whom the complaint has been made, and any witnesses or other individuals who may have relevant information.
4. After the investigation, the Board should determine whether there is sufficient evidence to support the complaint. If there is, the Board should take appropriate disciplinary action, which may include a warning, suspension, or termination of employment.
5. The person against whom the complaint has been made should be notified of the outcome of the investigation, including any disciplinary action taken.
6. The Board should also inform the person making the complaint of the outcome of the investigation and any action taken.
7. The company should document the complaint, investigation, and outcome in the company's official records.
8. If the complaint is not resolved to the satisfaction of the person making the complaint, they may have the right to appeal the decision.
9. If the complaint is not related to an employee but to a service, the process should be adapted accordingly and the service should be reviewed and if needed changes should be applied to avoid future complaints.

### POINTS OF CONTACT:

Name: Lucy Clements  
Role: Managing Director  
Email: [newghoststheatreco@gmail.com](mailto:newghoststheatreco@gmail.com)  
Phone: 0451 199 439

Name: Rosie Marks-Smith  
Role: Vice Chair  
Email: [rmarkssmith@gmail.com](mailto:rmarkssmith@gmail.com)  
Phone: 0425 264 226

## **Work, Health & Safety (WHS) Policy Statement**

### **GENERAL POLICY**

New Ghosts Theatre Company Inc. (NGTC) aims to ensure, as far reasonably practicable, the health and safety of persons engaged in its business and undertakings at its workplaces. This policy reflects NGTC's duties and responsibilities under the *Work Health and Safety Act 2011 (NSW) (the Act)*.

NGTC recognises that it holds the primary duty of care under the Act to ensure, as far as is reasonably practicable, that members, employees, contractors, volunteers are not exposed to health and safety risks arising from our theatrical productions and associated activity. To this end, it is NGTC's responsibility to develop, implement and keep under review, in consultation with its workers, the organisation's WHS practices.

### **COMMITMENT TO WORK, HEALTH AND SAFETY**

NGTC acknowledges its commitment to the development and maintenance of a safe work place for all of its members, employees, contractors, volunteers, and patrons.

### **THE DIRECTOR'S RESPONSIBILITY**

The Director takes responsibility for driving and implementing a WH&S Management System.

NGTC demonstrates its commitment to Work, Health and Safety by:

- Implementing appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information. NGTC will hold a risk register to capture any WHS concerns from workers
- Consulting with employees, workers, contractors and other stakeholders on safety issues, and ensuring that the aforementioned people have a clear understanding of the nature of the operations of the company and generally of the hazards and risks associated with those operations
- Providing guidance and support to workers to assist them to fulfil their WH&S obligations
- Ensuring compliance with legislative requirements and industry standards
- Maintaining a workplace free from harassment and discrimination
- Preserving safe equipment and systems of work
- Maintaining written procedures and instructions to ensure workplace safety
- Making certain this Policy is displayed on the company website
- Annually reviewing this Policy to ensure its currency and effectiveness

### **OUR MEMBERS, EMPLOYEES & VOLUNTEERS' RESPONSIBILITY**

Our Members, Employees & Volunteers are responsible for:

- Participating and supporting this Policy in their particular area of responsibility
- Playing a part in safety programs and implementing all detailed safety procedures
- Assisting in the identification, assessment and control of hazards in their work areas
- Maintaining the workplace in a condition that is safe and without risks to health
- Helping to identify, develop and promote workplace safety procedures
- Inducting, training and educating other employees in safe work practices
- Immediately correcting any unsafe behaviour observed in the workplace
- Identifying, documenting and reporting any hazards, and taking preventive action, if appropriate
- Complying with all workplace safety policies, procedures and safe systems of work

## OUR CONTRACTORS

We insist that our Contractors and Sub-Contractors:

- Provide their workers with safe systems of work and equipment
- Supply their workers with safety information, instruction, training and supervision
- Make certain that their workers comply with legislative requirements, industry standards, venues induction policies and all venue safety guidelines
- Make certain that they register with the venue and provide work, health and safety documents
- Make certain that their workers (and all performers) complete the venue safety induction
- Make certain that their workers use the necessary Personal Protective Equipment (PPE) required to perform their work at the theatre

## IF AN INCIDENT OCCURS

- The company will provide suitable duties for the injured employee, where reasonably practicable, including returning the injured employee to work, once medical clearance has been obtained.
- We will investigate and report all incidents and injuries that occur within our workplace and implement measures to prevent similar incidents from occurring in the future.

**Work health and safety procedures for New Ghosts Theatre Company:**

1. Risk assessment: Conduct regular risk assessments of the theatre premises, equipment, and activities to identify potential hazards and implement controls to mitigate them.
2. Emergency procedures: Develop and implement emergency procedures, such as evacuation plans, and ensure that all staff and performers are trained in them.
3. First aid: Ensure that a first aid kit and trained first aiders are available on site at all times.
4. Manual handling: Implement safe manual handling procedures to prevent injuries from lifting and moving equipment and sets.
5. Fire safety: Ensure that fire safety equipment, such as smoke detectors and fire extinguishers, is in good working order and that staff and performers are trained in their use.
6. Communication: Regularly communicate safety information to all staff and performers to ensure that they are aware of potential hazards and how to prevent them.

Managing Director's Signature ..... Date .....

Member's Signature ..... Date .....