[*GUIDANCE NOTE: Delete later] This example code of conduct has been developed by Live Performance Australia. It is a tool that organisations can use to assist them in their business. Organisations may tailor or alter this template to suit their individual circumstances. However, if organisations make significant changes to the template, we recommend you seek legal advice. It is not compulsory for organisations to use this template*]

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**[insert company name]**

**Code of Conduct**

1. **SCOPE**
   1. This Code of Conduct aims to ensure that all Workers understand their responsibilities as representatives of [insert company name] (**Company**) and the rules regarding the way we are required to behave in the workplace, including attending Company and industry events and when dealing with Company’s patrons, visitors, and audience.
   2. All Workers must comply with this Code of Conduct.
   3. For the purpose of this Code of Conduct, Workers include but are not limited to:
      * 1. company owners and board members;
        2. leadership and management personnel (e.g. producers, promoters, CEOs, executive directors, artistic directors, general managers, company managers, heads of department, human resources managers, managers, supervisors);
        3. performing, and production and support personnel (e.g. actors, performers, dancers, musicians, directors, choreographers, writers, stage management, chaperones, technical crew, front of house staff, administration and office employees);
        4. full-time, part-time, seasonal and casual employees; temporary or permanent staff;
        5. job candidates, including people auditioning for roles;
        6. student placements, apprentices, work experience students/interns;
        7. contractors and their employees, sub-contractors and secondees (e.g. artists, composers, guest speakers, musicians, directors, choreographers, writers, casting, talent and freelance agents who have been contracted or sub-contracted for a specific purpose); and
        8. volunteers and anyone working in an unpaid capacity.
   4. This Code of Conduct applies to all Workers while:
      1. at work – including but not limited to in the office, at rehearsals, during performances, learning and engagement activities on production tours, while travelling for work;
      2. at work-related functions – such as opening nights, after parties, Christmas parties, conferences, industry events, development events; and
      3. outside of work where there is an identified or publicly known connection between you and the Company – such as on the internet through social media and public communications such as on podcasts and the news.
2. **STANDARDS OF BEHAVIOUR**
   1. The Company has expected standards for the conduct of its Workers and is committed to providing a safe, respectful, inclusive and flexible workplace environment that is free from discrimination, harassment, sexual harassment, bullying, vilification and victimisation.
   2. Workers must act with integrity, respect and honesty both at work and when representing the Company outside of working hours.
   3. **All Workers must**:
      1. complete your duties to the best of your abilities, following relevant policies and procedures.
      2. complete any training relevant to your role and seek advice from the Company when the appropriate action is unclear.
      3. treat all Workers and audience members/patrons/customers/stakeholders with dignity, courtesy and respect.
      4. respect all differences in culture, ethnicity, religion, gender, sexual orientation, age, preferences, opinion and experience.
      5. behave in a professional, fair and courteous manner at all times.
      6. promptly raise or report any issues or suspected Code of Conduct or Policy breaches, whether it is against you or another person, to the [insert relevant manager or Contact Person – e.g. company manager/stage manager/general manager/tour manager/director/producer/promoter/ human resources manager or Complaints Person];
      7. comply with the Company policies and procedures, instructions and lawful directions that relate to your employment, engagement, duties and/or services.
      8. maintain confidentiality when reports are made and/or under investigation.
      9. abide by all applicable laws and regulations.
      10. declare any conflicts of interest that might adversely affect the Company, our workplace, Workers, patrons, audience members, stakeholders, clients or suppliers.
   4. **All Workers** **must not in any way**:
      1. engage in any conduct that may, will, or is likely to:
         1. negatively impact, damage or be inconsistent with the Company’s reputation or financial interests constitute a conflict of interest with the business or interests of the Company; or
         2. create a disruption in the workplace,
         3. be harmful or offensive including to Workers, customers, patrons, audience members, visitors, board members, stakeholders, clients or suppliers.
      2. abuse or threaten to abuse (in anyway, including verbally, physically or in writing) another person.
      3. sexually harass another person.
      4. physically or sexually assault another person.
      5. discriminate against, including because of their race, ethnicity, religion, gender, sex, age, sexual orientation, disability or other personal attribute.
      6. intimidate threaten or harass another person.
      7. bully, isolate or humiliate another person.
      8. victimise, unjustly treat or threaten someone, including because they have raised a complaint or are a witness in an investigation.
      9. Utilise the Company stage and/or other Company produced events for any unauthorised purpose.
      10. behave improperly or unethically.
      11. request, instruct, induce, encourage, authorise or assist another person to engage in the above behaviours.
   5. Any Worker who fails to adhere to the Standards of Behaviour may be subject to disciplinary action up to and including summary dismissal from employment, or termination of their contract.
3. **ABSENTEEISM/TARDINESS [amend OR DELETE AS REQUIRED]**
   1. Workers must report and be prepared to work at set times, as outlined in their contract of employment or as otherwise agreed. Where a Worker arrives late or needs to leave early, this should be discussed with [insert relevant manager or Contact Person – e.g. company manager/stage manager/general manager/tour manager/director/producer/promoter/ human resources manager].
   2. Regardless of the reason, repeated absenteeism (failing to report for work without prior approval) or tardiness (arriving late for work, returning late from breaks/meals, or leaving work early without prior approval) may be subject to disciplinary action up to and including summary dismissal from employment, or termination of your contract.
4. **DRESS CODE [amend OR DELETE AS REQUIRED]**

***All Workers***

* 1. The Company requires that its Workers are dressed appropriately, professionally and in accordance with relevant work, health and safety (WHS) policies and laws.
  2. Workers must be suitably attired and groomed during working hours or when representing the Company.
  3. While at work a Worker must not wear any item of clothing, badge, slogan or ribbon which may:

1. Damage, or be inconsistent with the public image and reputation of the Company;
2. Damage or negatively impact the economic interests of the Company;
3. Constitute a conflict of interest with the primary business of the Company; or
4. Create disruption or disharmony in the workplace, including being offensive to colleagues, Workers, customers, patrons, audience members, visitors, board members, clients or suppliers.

***Front of House and Crew***

* 1. In the course of their work, Front of house staff and crew must wear [select appropriate option, or amend accordingly] black / the Company provided uniform that consists of:

1. A plain black t-shirt or shirt (tank tops, singlets, patterns, stripes or logos or not permitted);
2. Pants or skirt (dark black jeans are permitted as long as they are not faded or ripped);
3. Closed black footwear (white or coloured soles or shoelaces are not permitted); and
4. A name badge.
   1. Without the express permission of the [insert position of relevant person e.g. Executive Director/CEO], an employee must not wear:
5. Large or statement piece jewellery;
6. Badges, ribbons, logos, slogans; or
7. Hats, beanies, scarves or sunglasses when inside a building.

***Performers, Musicians, Dancers***

* 1. While on stage a performer, musician or dancer must wear the dress, costume or uniform as directed by the Company.
  2. While on stage either during a performance or during the curtain call a performer, musician or dancer must not alter or add any item to the costume without the express permission of the [insert position of relevant person e.g. Executive Director/CEO].

1. **BREACH OF THIS CODE OF CONDUCT**
   1. A breach of this Code of Conduct may result in disciplinary action up to and including the termination of employment, or termination of your contract.
2. **CHANGES TO THE CODE OF CONDUCT**
   1. The Company maintains its right to amend this Code of Conduct at any time. Workers will be notified of any Code of Conduct updates. The updated Code of Conduct will be available [electronically on our server] and will be sent to you by email.
   2. Workers are responsible for ensuring that they have read and understood the most recent version of the Code of Conduct.  Workers will be provided with the most recent version of the Code of Conduct on commencement of their engagement/employment.
   3. If further information or clarification is required regarding the content of the Code of Conduct, please contact [insert name of contact, insert position of contact] at [insert email address] or [insert telephone number].
3. **RELATED POLICIES**
   1. This Code of Conduct should be read in conjunction with:
4. The Company’s Discrimination, Harassment, Sexual Harassment, Bullying and Victimisation Policy; and
5. The Company‘s Social Media and Communications Policy.
6. **REVIEW**
   1. This Code of Conduct was adopted by the Company on [insert date].

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