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**THE REGALS MUSICAL SOCIETY**

**CODE OF CONDUCT**

This Code of Conduct is designed to clarify *The Regals Musical Society’s* (**The Musical Society**) expectations of the conduct of those involved in the activities of the musical society. The Code of Conduct applies to all financial members, volunteers, contractors, and employees.

**Aim**

This Code seeks to assist the musical society to aspire to the highest standards of ethical conduct, values, and behavioural expectations that are critical in building and maintaining a positive theatre culture. The musical society values and promotes honesty, trust, respect, accountability, and fairness.

**Incorporation of Other Standards**

The musical society requires that all financial members, volunteers, contractors, and employees comply with all laws, regulations, and policies governing its activities.

The musical society is committed to the safety, participation, and empowerment of children involved in its activities. The musical society complies with the requirements of the Child Protection (Working with Children) Act (2012), the Child Protection (Working the Children) Regulation (2013), and the Working with Children Check requirements set out by the Office of the Children’s Guardian. All adults involved in productions, or other activities that involve children and/or young people are required to have a current, cleared NSW Working with Children Check.

In addition to complying with the above, all financial members, volunteers, contractors, and employees are expected to :

* Treat everyone with dignity and courtesy;
* Be fair, considerate, and honest in all dealings with others;
* Refrain from any behaviour which may bring the musical society into disrepute;
* Display control, respect, and professionalism in all activities;
* Be courteous in dealings with others involved with the musical society and the broader community; and
* Abide by the Code of Conduct and/or conditions of use of the venue(s) being used.

**Discrimination**

Discrimination is any behaviour or practice which represents an assumption or superiority of one group (or an individual) over another or disadvantages based on their real or perceived membership of a group and includes such behaviour as less favourable treatment, unfair exclusion, or asking discriminatory questions.

The musical society has a zero-tolerance policy and will not tolerate discrimination in any form. All financial members, volunteers, contractors, and employees are expected to respect the rights, dignity, and worth of others regardless of their gender, ability, sexual preference, cultural background, or religion, or of their physical or psychological attributes.

**Harassment**

The musical society will not tolerate harassment. Harassment is repeated behaviour or conduct which is unwelcome or unsolicited and that any reasonable person would interpret as offending, humiliating, or intimidating. Such conduct does not need to be intentional to constitute harassment. Harassment may be unlawful if it involved unwelcome or offensive behaviour which relates to individual characteristics protected under law.

**Sexual Harassment**

The musical society will not tolerate sexual harassment. Sexual harassment may involve unwelcome approaches, unwelcome requests for sexual favours or unwelcome sexual behaviour or conduct which offends, intimidates, or humiliates another person. *Behaviour which is based on mutual attraction, friendship, and respect is not likely to involve sexual harassment as long as the interaction is consensual, welcomed, and/or reciprocated.*

**Bullying**

The musical society will not tolerate bullying. Bullying is any behaviour that intimidates, offends, degrades, insults, or humiliates another person. Bullying can be physical, verbal, sexual, exclusionary, discriminatory, or visual. It can happen in person or online (cyber bullying).

If anyone feels that have experienced discrimination, harassment, sexual harassment, or bullying they can contact the Production Manager in the first instance. In situations where this is not possible, contact can be made with the President.

**Grievances, Complaints, and Procedures**

The musical society is committed to providing an environment where all concerns of financial members, volunteers, contractors, and employees. are dealt with in a timely and appropriate manner. A grievance or complaint may be received by the musical society in relation to a fellow member, volunteer, contractor, or employee. A grievance is a complaint about any situation, which is considered by the complainant to be wrong, mistaken, unjust, or discriminatory.

**Principles:**

* Complainants should not instigate grievances that are frivolous, vexatious, or malicious;
* Grievances and information arising from the handling of the grievance must be treated confidentially;
* Concerns should be raised as early as possible after the incident relating to the grievance has occurred; and
* The principles of natural justice will be observed throughout. This means before a decision is made the person who has been implicated has the right to be informed about the nature and content of the grievance, have the right to be heard by an unbiased decision maker, and have the right to have a witness present.

**Procedures**

* Complainants should endeavour to resolve the issue themselves with the relevant parties face-to-face;
* If the grievance cannot be resolved informally, the complainant should provide written details of their concerns and the grounds for the grievance, to the President, or to the Vice President where the grievance is about the President;
* The President, or their nominee handling the grievance, as described in these procedures will initiate an informal meeting with the complainant to discuss the grievance and may request further information which the complainant must provide;
* The complainant may have an independent witness attend any meetings;
* The President, or their nominee handling the grievance, as described in these procedures will provide written acknowledgement of the grievance being lodged within seven days of receiving the grievance;
* Where the grievance pertains to another person, that person will also be informed, in writing, within seven days of the grievance being lodged. The person against whom the grievance is made will not receive a copy of the grievance unless written permission is expressly given by the complainant to share the document;
* Wherever possible, grievances are to be resolved no later than six weeks after the grievance is lodged.

The outcomes of a formal grievance process may include (but are not limited to): recommendation to amend policies, recommendation to alter practices, agreement by parties regarding interactions, access to training and development, or disciplinary action, including a restriction on membership of the musical society or formal employment review as allowed in employment agreements and as permitted by the relevant Employment Award.

Where a person disagrees with an outcome of a grievance, they may lodge an appeal or further grievance with any relevant government agency or relevant mediation service.

**Communication**

The musical society will notify its officers, employees, contractors, members, and any other relevant persons associated its activities, of this Code of Conduct as follows:

* Publicly on the musical society website at [www.theregals.com.au](http://www.theregals.com.au) at all times;
* Upon commencing employment or work or engagement in other relevant activities, for the musical society;
* During event briefings for significant activities coordinated by the musical society; and
* Upon request, via the Secretary, to the musical society.

**Review**

The musical society welcomes comments and feedback on this Code of Conduct. If you have any comments, feedback, questions, or concerns about this document, please contact the musical society via email to [secretary@theregals.com.au](mailto:secretary@theregals.com.au).

The musical society is committed to continuous improvement. This document will be reviewed and updated by the musical society from time to time. The current version of this document will be the version published on the musical society website at [www.theregals.com.au](http://www.theregals.com.au) regardless of whether specific notice of any change to the document has been given.

Signed President: NAME:

Witnessed Vice President: NAME:

Date: \_\_/\_\_/\_\_\_\_