

## Document Control

<b>Document Type</b>	Procedure/Policy Guidelines			
<b>Document Title</b>	Code of Conduct			
<b>Document Location</b>	<b>Version</b>	<b>Creation Date</b>	<b>Review Date</b>	<b>Number of Pages</b>
Print/Web/Archives	1.0	24/07/2022	2022 Annual General Meeting	4

## Code of Conduct

The STAG code of conduct is designed to explain how members, performers, production staff, volunteers, parents, and the committee should conduct themselves while involved in official STAG activities. By following the STAG code of conduct you are ensuring our reputation is upheld and protected past, present, and future. The code also seeks to provide an open, welcoming, rewarding, enjoyable, and safe environment for everyone undertaking a position.

STAG has a zero-tolerance approach to discrimination, bullying (Verbal or Physical), sexual harassment against another member, or volunteer.

Any breach in these policies may result in disciplinary action and/or termination of Membership.

## Aim

Shepparton Theatre Arts Group Inc is committed to ensuring the integrity and highest ethical standards in respect of our members, volunteers, and our patrons. At STAG we:

- encourage and promote live theatre, musicals, plays, and revues to the community of Greater Shepparton and afar.
- organise seminars and workshops for subjects relating to any aspect or aspects of the performing arts to help improve those skills of members, volunteers and the wider community.
- make the theatrical experience attractive, safe, and enjoyable to all.

## Values

STAG provides members and volunteers with an opportunity to be involved in the performing arts. There are many different components required to bring a performance together ranging from backstage, lighting, sound, front of house, production team, set design, set building, performers, and administrative roles to name a few. Let one of the production team or committee know if you have an interest in any of these areas and we will do our best to get you involved.

## Membership

Any individual wishing to participate in a STAG production or activity **must** be a financial member or in the process of becoming a member. Fees go towards the running of the organisation and staging shows. STAG attempts to stage one musical and one play per year and will often put on smaller concerts/plays. To become a financial member fill out the membership form which can be found on our website (<https://www.stagtheatre.com>) along with payment details. Email completed membership form, proof of payment and signed Code of Conduct to [info@stagtheatre.com](mailto:info@stagtheatre.com).

As STAG is a volunteer-based organisation all roles are filled by our members. Some of these roles include but not limited too Committee, Backstage, Production Crew, Onstage Cast, Front of House etc. Please let us know where your interests lie and how you would like to be involved.

## Auditions

All acting/onstage positions must undergo an audition in front of a selection panel. STAG may request an external party to audition for an acting/onstage role, but an audition is still required. **NO ROLES WILL BE PREASSIGNED UNLESS APPROVED BY THE COMMITTEE.** Any preassigned roles will be published in the Information Pack.

All acting/onstage positions will be made by the selection panel. The selection panel decision is final.

A financial STAG member not involved in the production shall be appointed by the STAG Committee to oversee and attend all auditions to ensure they are conducted fairly and without discrimination or intimidation. This disinterested 3rd person has no influence on the overall outcome.

## Rehearsals

Rehearsals are conducted at designated venues and are open to all members of the production team, committee and parents/guardians of children participating. The attendance of any other visitors at rehearsals is subject to the Director's discretion and must be pre-arranged. All members and visitors are required to comply with the director's instructions and are also required to sign-in/sign-out at each rehearsal. Failure to comply with these rules may result in disciplinary actions. Government regulations may require all members and visitors to list a contact number. Please be aware this may be forwarded on to third parties as per government regulations at that time.

It is expected that all production team members will attend all scheduled rehearsals as they have been laid out in the Information Pack and updated during the rehearsal period. Although STAG understands that not all members will be able to attend all rehearsals due to either planned commitments or unexpected circumstances.

Please note if any member is unable to attend a rehearsal, the member must report this to the production team immediately. Failure to attend multiple rehearsals may result in disciplinary actions or even removal of the activity.

## Alcohol

Consumption of or being under the influence of alcohol or illicit drugs during rehearsals, performances, set construction, bump in and bump out is prohibited and will result in immediate suspension from the STAG activity and may be subject to the Disciplinary Action provisions contained in the STAG Rules.

## Smoking

Under Victoria's Tobacco Act 1987, **smoking is prohibited in all enclosed workplaces and certain public spaces where members of the public gather and may be exposed to second-hand tobacco smoke.** This includes all STAG rehearsal and performance venues. Smoking is NOT permitted on Bakehouse grounds.

## Photography and use of images

All photography and the use of images are in conjunction with the Media Relations Policy. Images may be used in news reports or on STAG social media. A member may object to the publication of their image by notifying the secretary of STAG in writing or by email to [info@stagtheatre.com](mailto:info@stagtheatre.com).

## Notification of Criminal Convictions or Charges

All applicants for membership of STAG or current members of STAG are required to notify the secretary of STAG of any prior convictions or findings of guilt for any criminal offence and of any current or pending criminal charges. An applicant's suitability for STAG membership will be determined by the STAG committee. The existence of or the failure to disclose a member's criminal history or current criminal charges may be deemed Conduct Prejudicial to the Association and subject to the Disciplinary Action provisions of the STAG Rules.

## Working with Children's Check

In conjunction with the Victorian Government Legislation, STAG has developed a Working with Children's Check policy. Currently, "WWCC Acts" states that if your organization has any members or volunteers below

the age of 18 then all members and volunteers must obtain a WWCC. If there are no members or volunteers under the age of 18 then a WWCC is not required.

STAG has added to the existing policy the following items;

- All Committee members must have or show evidence of obtaining a “WWCC” or equivalent.
- All production team must have or show evidence of obtaining a “WWCC” or equivalent.
- A digital copy of the “WWCC” or equivalent of all members and volunteers will be obtained and uploaded to the Committee Data Store.

During the Information Night, it will be disseminated to all potential members that a “WWCC” will be required and that STAG would highly encourage everyone to obtain one but that it is not a requirement unless there is a person under the age of 18. This includes on stage and off-stage roles. If a “WWCC” is required anytime during the rehearsal/show period the Production team will advise members immediately.

**Victorian Institute of Teaching members and Sworn Police Officers DO NOT require a “WWCC” as it’s included as part employment.**

**The Victorian Working with Children Check Policy and application can be located  
<https://www.workingwithchildren.vic.gov.au/>**

## Code of Conduct Breaches

Subject to the discretion of Shepparton Theatre Arts Group Inc committee of management any breach in these policies may result in disciplinary action and/or termination of membership in accordance with the Incorporated Association Model Rules. A copy of the Incorporated Association Model Rules can be found on our website (<https://www.stagtheatre.com>)

## Complaints and Grievance Procedure

In accordance with the Incorporated Association Model Rules members are referred to dealing with Disciplinary Action (Division 2) and Grievance Procedure (Division 3). A copy of the Incorporated Association Model Rules can be found on our website (<https://www.stagtheatre.com>)

## Life memberships

STAG acknowledges members that have had an active role in the organization with life memberships. Any member can nominate another member for Life Membership if they meet the criteria below. STAG Committee will then deliberate on the potential candidate. The following criteria are examined for the successful candidacy.

- The potential nominee must be nominated by a member of more than 5 years standing.
- The potential nominee must be seconded by a member of the committee and a motion passed by a majority of the committee members at a general or special meeting of the committee.
- Potential nominees should have shown special dedication to STAG through participation in more than one discipline, and to have contributed significantly to the wellbeing and growth of the company.
- Potential nominees will have shown exemplary behaviour in accordance with the code of conduct as well as leadership and mentoring of other members.

In special circumstances, the STAG committee can award life membership by discretionary agreement.

## Conflicts of Interest

All STAG members and volunteers must report as soon as they are aware of any conflict of interest. A conflict of interest may be actual, potential, or perceived and may be financial or non-financial. These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the organisation. All potential conflicts must be reported to the production manager or committee.

## Microsoft Teams Adoption

Shepparton Theatre Arts Group has adapted the use of Microsoft Teams for the storage of all documents. STAG committee shall always retain access to the data as per STAG's Data Retention Policy. All applicable information is to be stored for archival purposes within the Microsoft Teams infrastructure.