



NEWCASTLE THEATRE COMPANY INC.'S CODE OF CONDUCT

1. Application

This Code of Conduct applies to Newcastle Theatre Company Inc.'s (NTC) members, volunteers, employees, invitees, contractors, venue hirers and their staff, performers and any external technical and set designers and operators and associates.

2. Purpose

This Code of Conduct promotes practices and behaviours that foster Newcastle Theatre Company Inc's key Values as set out in its Strategic Plan (*Courage, Accountable for outcomes, Embrace Change, Respect individual differences, Teamwork, Trust*):

- Acting with honesty and integrity, care and diligence
- Treating everyone with fairness, respect, courtesy, and without harassment
- Refraining from any behaviour which will bring Newcastle Theatre Company Inc into disrepute
- Being aware of and abiding by current laws and regulations
- Maintaining the highest standard of professional behaviour
- Displaying control of temper
- Refraining from any verbal or physically violent, bullying, coercive or inappropriate behaviour
- Using the Theatre's resources properly and appropriately.
- Respect the decision-making authorities within the company.

3. The Role of The Management Committee

The NTC Management Committee expects that all committee members will be honest and ethical in their dealings with each other and all other third parties. Committee members are committed to ensuring that the highest standards of honesty, integrity, ethics and legality are upheld and enforced. Each member is required to declare any conflict of interests, real, potential or perceived, so that these may be managed.

4. Responsibilities under the Code

Each of us is responsible for conducting ourselves in accordance with this Code of Conduct whatever our position and role within the Newcastle Theatre Company Inc.

5. Compliance with laws and regulations

Newcastle Theatre Company Inc. is subject to various legal requirements in relation to the conduct of its operations and responsibilities. Each of us, whatever our role and position, should be aware of, and comply with, the duties and obligations which apply to us under laws, legislation or regulations relevant to our workplace.

6. Workplace Health and Safety

Newcastle Theatre Company is committed to providing and maintaining a healthy and safe working environment for everyone. Everyone has the right to participate in an environment that is physically and emotionally safe. Members, whether performers or undertaking any activity associated with the theatre, production staff and volunteers are asked to take responsibility for their own health and safety, ensuring that their actions do not risk the health and safety of others. All are required to take reasonable care at all times by following all lawful instructions from those in authority. All hazards, accidents or injuries must be reported to Newcastle Theatre Company Inc.'s representative in charge of the activity. Incident reports must be completed in the Incident Report Book held in the theatre's office and referred to the theatre manager.

7. Grievances

If anyone has a grievance or feels that they have been unfairly treated they are encouraged to raise this issue with the person involved, in the first instance, or the lead of the activity you are involved in (example stage manager, production manager, director), or as a last resort a member of the Management Committee or the president or a vice-president for immediate and confidential assistance. NTC is committed to uphold both the letter and spirit of this Code and the mediation and resolution of any grievance in an expeditious manner where possible. Attention is drawn to clauses 8, 9, 10, 11 and 12 of NTC's Constitution. NTC takes any allegation of inappropriate behaviour very seriously. We are committed to maintaining a safe and inclusive space for all our artists, employees, patrons and collaborators and strongly condemn all forms of harassment or bullying.

8. Roles/expectations of Production Managers and Directors in Newcastle Theatre Company Inc. productions

Production Manager (PM)

- The PM is the representative of the management committee (whether a member of that committee or not) tasked with providing the committee with a monthly written report addressed to the Secretary filed on line in the committee's Dropbox no later than the Friday before the meeting.
- Upon appointment the PM shall create a production folder (electronic and/or hard copy) to include the PM & MaPG checklist and confer with a) the director to discuss selection of stage manager and any assistants, set design and construction,

costumes, lighting and sound designers and operators and, with the director, arrange auditions and a first production meeting, and b) the marketing and promotions sub-group (MaPG) and discuss the marketing and promotions check list and its application and other wise arrange and attend a meeting involving the director and the MaPG representative, c) thereafter follow the PM & MaPG checklist and report thereon, d) file a final report at the first committee meeting following the production.

- The PM shall provide the appointed members of the production team including the director with any NTC approved manuals or check lists.
- The PM, if appointed in time, shall attend the directors' briefing conducted by the Artistic Development Sub-Committee (ADSC).
- The PM shall manage the audition process in conjunction with the Theatre Manager.

Director

The director has responsibility for the overall practical and creative interpretation of the performance. The director has the right to select actors and crew and also has the right of dismissal where this Code of Conduct is disregarded. The director is involved at all stages of the process, from the design and pre-production stages and rehearsal, right through to the final performance.

The Director has ultimate responsibility for the performance. Directors may be assisted in their role by Assistant Directors, a Production Team, and/or a Stage Manager. The Director and the Production Manager have a unique relationship in any NTC production to ensure quality and professionalism, and accountability to the management committee.

Directors work closely with their creative and production teams, the performers and the producer to create a performance which connects with the audience. They therefore need to be able to coordinate effectively across a wide range of disciplines and with artistic vision.

Directors should:

- Treat members of their cast with respect
- Be reasonable in their demands on time, energy and enthusiasm of performers and crew.
- Teach their cast the principles of theatre etiquette and stage craft and encourage gratification through achievement.

9. Role/expectations of Performers

All performers (and where appropriate Crew) in any Newcastle Theatre Company Inc production, whether in a long season, short season, or so-called "Indie" season production should:

- Commit themselves to the production and all rehearsals as advised by the director/stage manager/production manager.
- Take personal responsibility to ensure their full membership is current.

- Learn lines as quickly as possible.
- Co-operate with the production team. Accept the Director's advice in the spirit it is given for he/she is ultimately responsible for the performance and sees the production as a whole.
- Be aware that the Director and any appointed assistant director, and subject to the director's approval, are the only persons who should direct actors. Actors should not direct other actors in the production.
- Be aware that the Stage Manager is in charge and control of the back stage and green room.
- Be respectful of the theatre including the green room. Keep the theatre's and green room's appearance clean and professional. Pick up and clean up after yourself.
- Be responsible and take care of all items of costume for your character, props and set items (remember that some are borrowed and may not be replaceable.)
- Not move anyone's prop without their knowledge and consent.
- Take responsibility for storing personal items, including costumes and props in appropriate places either in the green room or backstage.
- Be on time for all rehearsals and performances. In production, all performers, technical and Front of House staff should be at the theatre at least one hour before the show. The front doors usually open for the audience 60 minutes before the start of the show.
- The theatre in is a residential area and at all times neighbours should be respected and post-show noise kept to a minimum.

It is intended that cast and stage and crew members shall be referred to this Code of Conduct on them being cast in or on appointment in a production. It is further intended that hirers pursuant to a venue hire agreement shall enable their participants to access a copy of this Code of Conduct. The Code is available to view at any time on NTC's web page.

10. Sexual Harassment

NTC supports the following assertions made through Theatre Network NSW (supported by the NSW Government through Create NSW). Sexual harassment is unlawful under the Sex Discrimination Act 1984 (Cth).

- a) It is never appropriate to consider or portray sexual harassment as a compliment.
- b) It is never appropriate to send sexually unsolicited explicit emails or text messages to colleagues.
- c) It is never appropriate to comment about a person's private life or the way they look.
- d) It is never appropriate to sexually objectify anyone's body in any way in any place, including in a rehearsal room, theatre or other place of work. These places must be safe places for everyone.
- e) It is never appropriate to direct insults or taunts of a sexual nature.
- f) It is never appropriate for someone in a senior role to ask a person in a junior role to work outside hours in a private home or hotel.

- g) It is never appropriate for an actor to be made to feel vulnerable during the course of their work, including through nudity, undress or costuming.
- h) It is never appropriate to initiate unwanted intimate physical contact, including kissing, brushing up against someone, touching, fondling or hugging.
- i) It is never appropriate to push people to share their personal experiences to deepen the work. If such an experience is voluntarily shared by someone, it is to remain confidential and within the trust of the working room.
- j) It is never appropriate to ignore either an informal or formal report of bullying, sexual misconduct, or harassment.
- k) It is never appropriate to downplay or make light of someone else's concerns of harassment or misconduct.
- l) It is never appropriate to behave in any way that may be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Code of Conduct Version 1. Approved by the Management Committee of Newcastle Theatre Company Inc. at a meeting held 4 January, 2021.