

**NEWCASTLE THEATRE COMPANY INC.**  
**CODE OF CONDUCT**  
**Vers 4 as at 11 April 2022**

**1. Application**

This Code of Conduct applies to Newcastle Theatre Company Inc.'s (NTC) members, volunteers, and employees (henceforth referred to as "NTC people").

Venue hirers will be required to read and agree to abide by the Code.

We will not engage external service providers who act in contravention of our Code of Conduct.

**2. Key principles**

We are committed to maintaining an environment which is safe, inclusive and conducive to creativity and fun. We are committed to equal opportunity and have zero tolerance for discrimination, harassment, dishonesty and violence.

**3. Behaviour**

This Code of Conduct sets out the behaviour that we expect, and the behaviour that is not acceptable and could lead to disciplinary action.

**3.1 NTC people must:**

- be courteous and respectful towards one another (whether face-to-face or online) and to audience members / visitors to the theatre
- respect the authority of the Theatre Manager, members of the Management Committee, Directors and other designated persons
- honour all commitments they have made to NTC
- maintain the highest standard of ethical behaviour including declaring and managing any conflict of interest
- refrain from any behaviour (face-to-face, online or by other means) which will bring Newcastle Theatre Company Inc into disrepute
- be aware of and abide by current laws and regulations, especially the Anti-Discrimination Act, Sex Discrimination Act, Workplace Health and Safety legislation, and environmental legislation
- be respectful of the theatre's premises and property and help to keep the theatre clean and tidy

- use NTC's spaces, resources and equipment safely and economically

3.2 In addition to that implied above, unacceptable behaviour includes:

3.2.1 Being under the influence of drugs or alcohol while on-site such that your judgement and behaviour are impaired. NTC is also a smoke-free environment.

3.2.2 Not respecting others' privacy – for example, rehearsals are closed except to those invited in, dressing room etiquette

3.2.3 Unfair discrimination – when a person, or a group of people, is treated less favourably than an/other because of their background or certain personal characteristics. Federal discrimination laws protect people from discrimination on the basis of their race, including colour, national or ethnic origin or immigrant status; sex, pregnancy or marital status and breastfeeding; age; disability; or sexual orientation, gender identity and intersex status. Treating a person less favourably can include harassing, bullying or victimising a person, all of which are unacceptable.

3.2.4 Harassment – which can include behaviour such as:

- telling insulting jokes about particular racial groups
- sending explicit or sexually suggestive emails or text messages
- displaying racially offensive or pornographic posters or screen savers
- making derogatory comments or taunts about a person's disability, or
- asking intrusive questions about someone's personal life, including their sex life.

#### **4. The Role of The Management Committee**

The NTC Management Committee will monitor adherence to the Code, investigate alleged breaches of the Code, and impose penalties which may include removal of membership rights or removal from a role in a production or other activity.

#### **5. Grievance procedure**

Concerns can be raised with any member of the NTC Management Committee. They may be contacted via the office. They will attempt to resolve the matter by discussing it with the complainant and with others involved in the matter and will report the outcome of such discussions to the Management Committee.

If the matter relates to the behaviour of a member of the Management Committee, that person will step aside from any involvement in the grievance resolution process on the grounds of conflict of interest.

If the matter is not resolved informally, or where the complainant considers the issue to be serious and not appropriate for informal discussion, they should send their complaint or concern in writing to the President of NTC for the consideration of the Management Committee. They may carry out such investigations as they consider appropriate before reaching a decision, which may include meeting the complainant and with any others involved.

The Management Committee's decision will be communicated in writing to the complainant as soon as reasonably practicable and will be final.

Grievances will be dealt with as promptly as possible and confidentiality will be maintained as far as is possible.

Attention is drawn to clauses 8, 9, 10, 11 and 12 of NTC's Constitution.

**FURTHER READING:**

[https://tnn.org.au/wp-content/uploads/2018/08/Theatre-Network-NSW-Code-of-Behaviour\\_Sexual-Harassment.pdf](https://tnn.org.au/wp-content/uploads/2018/08/Theatre-Network-NSW-Code-of-Behaviour_Sexual-Harassment.pdf)

<https://humanrights.gov.au/our-work/employers/workplace-discrimination-harassment-and-bullying#:~:text=What%20is%20harassment%3F,%2C%20race%2C%20disability%20or%20age.&text=Harassment%20can%20include%20behaviour%20such,jokes%20about%20particular%20racial%20groups>

Theatre Network NSW resources <https://tnn.org.au/>

