

## **CODE OF CONDUCT**

**This policy sets out how we as participants of Bedford Marianettes (the “Society”) will respect each other and collaborate for the benefit of each other and the Society as a whole. This policy applies to all trustees, board members, cast members, creative teams, volunteers and representatives of the Society.**

### **YOU MUST:**

- Act with integrity and honesty at all times.
- Ensure that we are creating and maintaining an environment free from discrimination, victimization, harassment and bullying.
- Ensure that we create a warm and welcoming environment.
- Promote relationships that are based on openness, honesty, trust and respect.
- Ensure that you are aware of and comply with the charity’s policies.
- Undertake any necessary training for your role.
- Listen to and respect other staff, volunteers, beneficiaries and other stakeholders.
- Ensure language is appropriate and not offensive or discriminatory and always respectful.
- Ensure any equipment is used safely and for its intended purpose.
- Challenge any unacceptable behaviour and report any breaches of this Code of Conduct or any concerns without delay. Please see the Complaints Policy for more information.
- Report any allegations/suspensions of abuse or fraud.
- Respect everyone’s right to personal privacy and ensure that any personal information is kept secure and not disclosed.
- Accept the decisions of the casting committee respectfully.
- Be punctual, present and fully engaged when attending rehearsals.
- Always be respectful to the director and creative team.
- Respect theatres/ rehearsal spaces and keep them clean, tidy and professional.
- Follow the health and safety procedure of the venue and instruction from the stage crew.

### **YOU MUST NOT:**

- Allow concerns or allegations to go unreported.
- Develop inappropriate relationships such as contact with children or vulnerable people that is not a part of the work of the Society or agreed with the trustees.
- Share your personal contact details (mobile number, email or address) or have contact with a beneficiary or vulnerable person via a personal social media account.
- Make sarcastic, insensitive or derogatory comments or gestures to or in front of anyone.
- Act in a way that can be perceived as threatening or intrusive.
- Make inappropriate promises to young or other vulnerable people, particularly in relation to confidentiality.

**You have the right to expect the assistance of the Board with regards to any concern you have arising from rehearsals. Should you feel like the code of conduct has not been upheld by another participant please raise this in accordance with our Complaints Policy.**