

CODE OF CONDUCT

Introduction

The Australian National Memorial Theatre Ltd (**The National**) is one of Australia's oldest arts and education organisations.

At The National we celebrate the individual, we champion diversity, we value inclusivity and respect and we support empathy, vulnerability and ensemble. As a cultural institution we consider that we have a unique responsibility to do so.

We are determined to provide a respectful, inclusive and safe environment for everyone who works with us. We do not tolerate any form of discrimination, harassment or bullying.

This Code of Conduct sets out the expected standards of behaviour for staff of and visitors to The National. A breach of this Code may lead to disciplinary action for those directly engaged by the National and, if criminal behaviour is involved, reported to police.

In addition to complying with this Code of Conduct, all staff must comply with all other policies of the National.

Scope

For the purposes of this Code of Conduct, **staff** are:

- Board members;
- Management;
- Production and venue personnel (e.g. actors, dancers, musicians, creatives, writers, stage management, technical crew, front of house staff);
- Anyone engaged by third parties visiting or hiring The National, while they are at The National;
- Full-time, part-time, and casual employees;
- Contractors, sub-contractors; and
- Volunteers (including interns or student placements).

This Code of Conduct applies to all staff while:

- at The National – including for rehearsals and performances;
- at The National-related functions – including parties and conferences; and
- at places other than The National, where there is a connection to The National – such as when using social media, or interacting with other staff of The National.

Principles

We are guided by the following principles:

- All staff must perform their role with professionalism and integrity and a commitment to the best interests of The National;
- All staff must deal with colleagues and other staff and others fairly and equitably;

- All staff must seek to avoid real or apparent conflicts of interest in accordance with our Conflict of Interest Policy;
- All staff must maintain confidentiality in relation to The National's affairs; and
- In all dealings, staff must ensure that Child Safety is of the utmost importance, in accordance with our Child Safety Policy.

Our expectation of your behaviour

Staff of The National must maintain a professional standard of behaviour.

You must perform their duties with skill, care, diligence, impartiality and in a conscientious manner, and to the best of your ability.

Specifically, our staff **must**:

- treat members of the public, and other staff with courtesy and sensitivity to their rights, duties and aspirations;
- behave in a manner that maintains or enhances the reputation of The National;
- keep up to date with advances and changes in their area of expertise and conduct themselves in a manner consistent with the ethics of their profession and trades;
- comply with any relevant legislation, industrial or administrative requirements;
- comply with any lawful and reasonable direction given by a person having authority to give the direction;
- have regard to the official guidelines or recommendations applicable to the performance of their duties;
- only use The National's money, property, goods or services economically and only for official purposes;
- not take or seek to take improper advantage of their employment with The National for their private interests, monetary or non-monetary; and
- dress in an appropriate way when at The National, or events associated with The National.

Specially, our staff **must not**:

- Abuse or threaten to abuse (verbally, physically or in writing) another person;
- Physically or sexually assault another person;
- Discriminate or unfavourably treat someone because of their race, sex, age, sexual orientation, disability or other personal characteristics;
- Intimidate, threaten or harass another person;
- Sexually harass another person with unwanted, unwelcome or uninvited behaviour;
- Bully, isolate or humiliate another person;
- Victimise, unjustly treat or threaten someone because they have raised a complaint or are a witness in an investigation;
- Behave unethically; or
- At any time, allow the consumption of alcohol or restricted or dangerous drugs to adversely affect their work performance or official conduct.

You must maintain confidentiality

Our staff must not provide The National's confidential information to any third party except in the following circumstances:

- in the course of their duties; or
- with the approval of the CEO

Considerations around public comments

Public comment should only be made by a staff member when it is required to perform their normal duties and with the authority of the CEO.

The words 'public comment' are used broadly and include public speaking engagements (including comments on Social Media, Radio and Television), expressing views to the press or where it is reasonably foreseeable that the publication or circulation of the comment(s) will flow to the community at large.

Staff of the National, as members of the community, have a right to make public comment and to enter into public debate on political and social issues.

However our staff must avoid making comment where;

- it is implied that the public comment (even if it was made in a private capacity) is in some way an official comment of The National;
- an employee directly involved in advising on or directing the implementation or administration of The National policy and public comment would compromise their ability to continue to do so in an efficient and professional manner;
- public comments amount to gratuitous personal attacks; or
- the public comment indicates an unwillingness to work according to The National requirements and policies.

Accepting gifts and benefits – for employees of The National

The National places importance on providing an objective and fair service to all students, hirers and customers and prevent the potential for personal favours or personal benefits.

Employees of The National must never ask for gifts or benefits.

Employees of The National are not permitted to accept gifts or tokens of appreciation exceeding \$150 (including travel, accommodation or entertainment) from any member of the public concerned either directly or indirectly with any matter connected with their duties without the approval of the CEO and registering the gift on the National gift register. Gifts over \$150 are to be received only with approval from the CEO and will be registered on the Gift Register.

Other employment – for employees of The National

Permanent full-time or part-time employees of The National require approval from the CEO to accept a position in addition to their National employment (including in relation to the operation of a business or private practice).

Casual employees should inform their manager when a conflict of interest is likely to occur between their National employment and any other employment before any shifts are accepted.

Employees should not accept a position or continue a business in addition to their National employment where that employment is likely to adversely impact on the employee’s ability to perform their duties or where a conflict of interest is likely to occur.

Our managers have additional responsibilities

The National’s culture is maintained by our Board and employees in management roles.

Our managers have additional responsibilities for:

- communicating standards of conduct in the workplace;
- advising staff of their duties and outcomes expected;
- identifying, reporting and closing off opportunities for fraud and/or corrupt conduct; and
- taking corrective action where unacceptable practices are identified.

Our managers must ensure that feedback provided to other employees is objective and sensitive, particularly when dealing with issues of conduct and competency.

Child Safety

Child Safety must be placed in the centre of everything we do. Our policy in relation to Child Safety is set out in a separate Child Safe Environment policy.

Authorisation

Policy number: A-001	Version: 8.0
Updated by: Sarah Hunt, CEO	Approved by Board on: 23 June 2022
Responsible person: Sarah Hunt	Review date: 23 June 2023