

GLOC Code of Conduct

Purpose of the code

The code sets out the framework within which GLOC expects all members to act as part of the company. The objective is to create an environment that facilitates the process of putting on the best possible show that is enjoyable for all involved. The code should be read in conjunction with GLOC's constitution.

GLOC code of conduct

- Members should treat each other fairly and with respect. They should try to put themselves in the position of other people affected by their actions.
- Members should always act in the best interests of the aims of GLOC (e.g. creating the best show, and best society, that is practically possible).
- Members should encourage others to adhere to these principles and set a good example to each other.

Examples of behaviours **required**

- Making every effort to attend all rehearsals, to arrive on time, and provide reasonable notice when not available
- Making reasonable efforts to learn lines, stage directions and music promptly;
- Contributing to a friendly and constructive atmosphere;
- Showing respect to all company members;
- Showing respect to the directors during rehearsals;

Examples of behaviours **encouraged**

- Teamwork;
- Volunteering for tasks (e.g. helping with set building, props, costumes);
- Respecting decisions made by the committee and production team;
- Making all reasonable efforts to sell tickets;
- Making members feel welcome;
- Participating in social events.

Examples of behaviours **discouraged**

- Unreasonably disrupting rehearsals;
- Impacting others' enjoyment of the show.

Examples of **prohibited** behaviours

- Violence, physical abuse or other criminal activity, or the threat of;
- Verbal abuse;
- Discrimination;
- Creating an unsafe environment for putting on a show;
- Harassment or victimisation.

How to report breaches of the code, or raise any related issues

Each show will have a nominated Welfare Manager. Any member of the company can contact that person in confidence to discuss any concerns or issues with welfare or behaviour. Where appropriate the company manager will escalate reported issues to the committee.

At the first instance, we suggest reaching out to the welfare manager, by email, to arrange a meeting or phone call to discuss your concern. They will aim to respond as soon as possible to let you know next steps. **Welfare manager contact details:** welfare@gloc.org

In the instance where there is a conflict of interest with the member and the Welfare Manager, or should the member feel the issue was not handled fairly by the Welfare Manager, we ask the member to then approach the sitting Chair. For this reason, the company Chair may not also be the Welfare Manager.

How breaches of the code are dealt with

Where GLOC becomes aware that a member has behaved in a way that does not follow this code, it will take appropriate action, ranging from informal discussions to disciplinary measures.

Actions and behaviours must take into account the spirit and objectives of this code. Where they seriously breach the code, an investigation may take place, which will involve the Committee or their delegated representative (e.g. the production team). The aim of the investigation will be to establish facts and circumstances. The investigation will report to the Committee, who will decide on any appropriate action to take.

Action taken against the individual could include any of the following:

- a verbal, or for more serious matters, a written warning which will be kept on file
- suspending a member from part or all of a current production
- suspending a member from an activity (e.g. after-show party)
- suspending a member from a future production or activity
- Banning the person from being a member of GLOC for a specified time period.

GLOC will always aim to act fairly and proportionally in cases where there may have been a breach of the code. When considering any potential breach, and any action to be taken, we will consider several factors that include:

- The nature and gravity of any breach
- The impact of the breach on GLOC's members, audience, and other stakeholders
- The number of prior breaches committed by the individual, if any

Any decision and action that is taken will be based on an overall assessment of the action or breach committed, and the facts and circumstances in which it occurred, and will not go against the rules laid out in the constitution.

We encourage members to always seek to resolve any issues before involving the Committee.

GLOC will not normally seek to impose consequences in cases where an honest mistake has been made. We will also consider any circumstances where an individual seeks to take appropriate steps, e.g. attempts to resolve the situation themselves, to remediate a mistake and mitigate any damage that could result from that mistake, and apologises to all relevant parties.