



CODE OF CONDUCT

INTRODUCTION

Who to Contact About this Document

Should you require an alternative format, find anything in this document unclear, or should you feel unsure about using this Code of Conduct, please contact the General Manager on generalmanager@waytco.com.

If you would prefer to contact another representative of the company to discuss concerns related to the format or content of this document, please email info@waytco.com and request the contact for one of the following position holders:

- Artistic Director;
- Member of the Board of Management;
- Chair of the Youth Advisory Committee.

With your email, please state the reason for the contact details request as “Code of Conduct Query”.

Purpose of this Code

This code enshrines WA Youth Theatre Company’s commitment to ethical and professional standards. It is designed to help ensure WAYTCo operates in a fair and unbiased way and abides basic workplace responsibilities and obligations. The Code provides guidelines with respect to appropriate behaviour and values in making decisions, dealing with members, stakeholders and working with each other. It is your point of reference should you face any kind of work-related ethical dilemma.

Who is it for?

The WAYTCo Code of Conduct applies to staff, Board Members, volunteers, and any other personnel, paid or unpaid, involved in our activities.

Contractors, collaborators and partner representatives, such as venue staff, are also expected to adhere to the principles of the WAYTCo Code of Conduct while undertaking work for or with the company.

What if I am unsure?

A Code of Conduct cannot cover every situation. Should any conflict appear to arise between the Code and religious or personal values, or if you are unsure of the appropriate action to take in a particular situation, discuss the matter with the General Manager, Chair of the WAYTCo Board, or Chair of the Youth Advisory Committee.

Below are 21 items that make up the Code of Conduct that WAYTCo requires you to follow as a condition of your engagement with us.

1 BEHAVIOUR

Act with a sense of justice, respect for persons and responsible care at all times.

The WA Youth Theatre Company Code of Conduct has been developed in line with the Code of Ethics developed for public sector agencies. The principles of this ethics code are as follows:

- **JUSTICE:** Be fair, use & share power for the common good, take non-discriminatory action
- **RESPECT FOR PERSONS:** Respect the rights of others & act to empower others to claim their rights
- **RESPONSIBLE CARE:** Contribute to the well-being of individuals, the common good of society

In addition, WAYTCO encourages you to:

- Demonstrate empathy, compassion, warmth in dealing with others
- Display authenticity and courage
- Communicate clearly at all times, even on the difficult things
- Practise, encourage and foster resilience
- Show dedication and commitment

2 PROFESSIONALISM

- **Take responsibility for what you do and how you do it during the hours of your work with us;**
- **Strive for excellence, participate in teamwork and maintain the competencies required for doing your job;**
- **Ensure the maintenance of WAYTCO's professional relationships with colleagues and clients;**
- **Treat everyone you support, work or interact with professionally and courteously;**
- **Refrain from expressing personal opinion which may be perceived as a "company" opinion, or WA Youth Theatre Company procedure or policy;**
- **Refrain from criticising WA Youth Theatre Company or each other in public, when visiting other agencies, or when representing WA Youth Theatre Company at functions, seminars or events.**

It is essential that our staff and contractors apply professionalism in the workplace in order for WAYTCO to maintain a practice and reputation of excellence and professionalism within the sector.

3 SERVICE

Treat all WAYTCO members professionally and courteously, with due consideration for their genuine concerns and legitimate interests.

Balance striving for excellence with commitment to process and youth mentorship & development.

We are a service organisation. We are committed to providing an equitable, prompt, efficient and courteous service to our members.

Our members are young people interested to explore their theatre skills and themselves. Members may be seeking to develop themselves as emerging artists or simply to gain confidence in performance or public speaking generally.

As part of our service, then, we are committed to providing youth mentorship and balancing the desire for achievement of excellence with the importance of “the experience”, or “the process”.

4 PROCEDURAL FAIRNESS

Procedural fairness and natural justice are required in all our dealings with all people. Should you, during the course of your work with WAYTCO, be required to make decisions on behalf of the company:

- **Give persons affected the right to be heard;**
- **Be unbiased in the decision;**
- **Ensure the decision is based on facts;**
- **Communicate the decision and the reason for the decision to the persons affected.**

5 SAFEGUARDING CHILDREN AND YOUNG PEOPLE

WAYTCO prohibits the employment or engagement of any person with prior convictions relating to violent or sexual offences. Should your status, in regard to such offences, have changed since supplying us with a copy of your current Working with Children Check card, you MUST advise us and refrain from the engagement immediately.

You MUST act in accordance with [WA Youth Theatre Company's Safeguarding Children and Young People Policy](#) at all times.

WAYTCO is committed to providing a safe and secure environment for all its members, support staff, volunteers and audience members. This is particularly so for children under the age of 18.

As a WAYTCO representative, you share responsibility for the safety and wellbeing of children and young people who engage with the organisation. All paid and unpaid WA Youth Theatre Company personnel and collaborators are expected to act in accordance with [WA Youth Theatre Company's Safeguarding Children and Young People Policy](#) at all times. This applies to both your physical and online interactions with children and young people under the age of 18 years.

Representatives of WA Youth Theatre Company will:

- Promote the human rights, safety and wellbeing, and diversity of children and young people in the organisation;
- Behave respectfully, courteously and ethically towards children and young people at all times, including listening and responding to their views and concerns;
- Involve children in making decisions about activities, policies and processes that concern them, wherever possible;
- Help WAYTCO promote and enable young people's participation in activities by assisting us to create a welcoming, safe (including culturally safe) and inclusive environment for all children and their families;
- Contribute, where appropriate, to the organisations efforts to identify and mitigate risks to children's safety and wellbeing;
- Respond to any concerns or complaints of child harm or abuse promptly and in line with [WA Youth Theatre Company's Safeguarding Children and Young People Policy](#) and procedure;
- Comply with WA Youth Theatre Company's protocols on communicating with children.

Representatives of WA Youth Theatre Company will NOT:

- Engage in any unlawful activity with or in relation to a child;
- Unlawfully discriminate against any child and their family members;
- Be alone with a child unnecessarily;
- Arrange any personal contact, including online contact, with children;
- Disclose any personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent;
- Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material.

If it is suspected that Item 5 has been breached, WA Youth Theatre Company representatives will take prompt action to ensure children are safe, immediately reporting any concerns to the General Manager or Chair of the Board.

6 COMMUNICATION WITH UNDER 18 MEMBERS

Do NOT make direct contact with WAYTCo's underage members under any circumstances.

Should you need to communicate with under 18 members about WAYTCo matters, during your term of employment, you MUST do so *via* a member of the company's core staff.

WAYTCo prohibits direct communication with underage members by partner representatives, collaborators, individual contractors, casual staff and volunteers. Any communication with members under the age of 18 must:

- abide protocols set out in our [Safeguarding Children and Young People Policy](#);
- be made by the long-term staff of the company, (i.e. the General Manager, Artistic Director or Communication & Engagement Coordinator).

To be clear: During your term of employment, it is a requirement that all communication with under 18 members is issued via a member of the company's core staff.

It is unequivocally prohibited to use contact information you have obtained through your employment with us to get in touch with an underage member **during** or **after** your term of employment.

This Communication with under 18 Members item applies to ALL forms of communication, including, but not limited to, email, mobile and social media (e.g. Facebook, Instagram, Whats App). See CONFIDENTIALITY section, Item 18, for more on treating personal, or identifying, information as strictly confidential.

7 ADULT THEMES, INTIMACY & TOUCH

WAYTCo follows industry best practice in the area of adult themes, intimacy and touch and uses the [Intimacy Guidelines for Stage & Screen](#) (2020) set out by the Media, Entertainment & Arts Alliance (MEAA) as its key reference. The MEAA Guidelines are centred on principles of respect, consent and support.

Our theatre makers and performers are required to familiarise themselves with the Intimacy Guidelines and to take care with regard the use of touch in the WAYTCo workplace, and the inclusion of adult themes or content in our plays, remembering that:

“Intimacy means something different to each performer and in each circumstance. Notions of intimacy are shaped by a performer’s cultural background, abilities, gender identification, age and sexuality. This also influences how a performer goes about giving or seeking consent.”

(MEAA, 2020: 4)

According to the Intimacy Guidelines, intimate scenes are defined as:

- a. intimate interaction involving bodily contact between performers whether sexual or otherwise, whether sexually violent or not and whether involving nudity or not (e.g. romantic caresses, handling an infant, bathing a frail aged character);
- b. intimate interaction of the performer with themselves in a sexual or exposing manner (e.g. masturbation, striptease, using breast pump); and
- c. the performer/s appearing nude, semi-nude, scantily clad or in underwear, whether or not they interact physically with another.

(MEAA, 2020: 4)

Permission to Perform vs Consent

NO simulated sex-scenes and/or full nudity allowed.

Light simulated intimacy scenes and semi-nudity MUST be essential to the plot and pre-approved by the Artistic Director, in consultation with the General Manager or the Board.

Informed consent MUST be obtained from performers (for <18 members, from parent/guardian, too).

Industry best practice in Intimate Scenes, as stipulated by the MEAA’s Intimacy Guidelines for Screen & Stage (2020) MUST be followed throughout the production process, in pre-production, rehearsal and performance.

Permission to perform intimate action on the WAYTCO stage MUST be given by the Artistic Director, in consultation with the General Manager or, where underage performers are concerned, by the Board. Permission to perform, however, is different from consent. Both permission **and** consent must be obtained in **every** instance. Further to this, please note:

“Consent can only be given by the performer/s doing the action and the performer/s receiving the action. Consent must be gained from the performer/s in relation to each and every intimate action. It cannot be assumed and it may be withdrawn at any time. In order to genuinely consent, a performer must be informed of the Intimate Scene and its specific requirements in advance.”

(MWAA, 2020: 5)

Contracted writers and/or directors MUST discuss plans for the inclusion of Intimate Scene/s with the Artistic Director **before** development of such material is progressed. Intimacy/nudity scenes should be “light” or “partial” simulations and should only be included where absolutely essential to the storytelling.

Gratuitous displays of sexualised behaviour and/or violence and sexual objectification of young people is NOT tolerated at WAYTCO.

Any and all proposals for use of adult themes or content, which may include, but is not limited to, simulated intimate or violent scenes, MUST be contingent on ALL of the following:

- Need for the scene or content. Is it essential to the storytelling or gratuitous?
- [Re intimate scenes and nudity] Ability to adapt to light simulation or semi-nudity to achieve desired effect;

- Informed consent of *both* the performer/s of the intimate action and the receiver of this action;
- Capacity to offer a supportive environment for the performers/s;
- Assurance of appropriate age-range of cast, age-range of audience and communication of cautioning.

Performers MUST be able to:

- Request that the scene is adapted or cut, at any time and without repercussion;
- Ensure appropriate wardrobe for modesty in rehearsals;
- Specify crew requirement for closed rehearsals;
- Bring a support person for rehearsals.

Under 18 Members

Proposals to undertake work that requires underage members to engage with adult content MUST be presented to the WAYTCO Board of Management, accompanied by a full risk assessment and mitigation plan. The decision of the Board on such proposals is final.

Where proposals are accepted, progression with inclusion of scenes involving semi-simulation of or reference to sexual or violent behaviour, or other adult content, must be handled very sensitively. In the first instance, informed consent must be sought from the potential performer/s parent or guardian. This contact must come from Management.

Permission to include adult content in productions with underage members MUST come from the Board.

Consent for an underage cast member to perform in a play containing adult material MUST be sought from their parent/guardian as well as from the young person themselves.

Touch

In addition to the above, WAYTCO discourages the use of unnecessary touch in all service delivery contexts, i.e. training, theatre-making and performance. In the post-COVID environment this personal safety stance has the added function of infectious disease prevention. Should you need to use touch in gesture or to illustrate a point, you MUST:

- ask the potential recipient, in advance, if they are comfortable with you touching them;
- as part of your request for consent to touch, clearly detail how you might touch them and why (e.g. “Are you OK with a handshake intro?”; “Are you OK with me touching you on the upper arm to illustrate x”).

To be clear: Avoid close contact/touch as much as possible, and ask members if they are comfortable with a specific form of touch *before* acting. Should an individual indicate discomfort with touch, you MUST be sensitive to this and alter your intended behaviour accordingly.

If in doubt about Item 7, or should you have any questions about the treatment of adult themes in WAYTCO work, speak to the Artistic Director or one of the other WAYTCO position holders listed at the top of this document.

At all times, limit and take care using touch. This applies to training, theatre-making & performance.

8 RELATIONSHIPS IN THE WORKPLACE

Do NOT, under any circumstances, seek to initiate a personal relationship with WAYTCO's underage members.

If you are involved in a consensual personal relationship with someone who is also an employee or member of WAYTCO, you MUST tell us.

WAYTCO discourages pursuit of consensual personal relationships between WAYTCO employees. We have a stronger stance with regard to our youth members.

Pursuit of intimate connection or personal relationship between yourself, a WAYTCO staff member or contractor, and any of our under 18 youth members is strictly prohibited. We also strongly discourage courting 18+ members. This stands **throughout** the course of your contractual engagement with us.

If you are involved in a consensual personal relationship with someone who is also an employee or member of WAYTCO, you have a responsibility to tell us. Your relationship may influence actions you take or decisions you make in the WAYTCO workplace and may present as real or perceived Conflict of Interest.

Breach of Item 8 will result in serious action, including a banning of use of your services in the future. If you are unsure about the application of Item 8, please discuss with the General Manager, a member of the Board, or the Chair of the Youth Advisory Committee.

WAYTCO will ensure that relationship disclosures are treated sensitively and with respect for privacy. On-discussion of a relationship disclosure will be on a strict 'need to know' basis.

9 INTERPERSONAL MISCONDUCT, DISCRIMINATION AND HARASSMENT

Do NOT, under any circumstances, behave in a manner that may be deemed abusive, divisive, discriminatory or constitute bullying or harassment.

WA Youth Theatre Company staff, contractors and volunteers MUST abide by [WA Youth Theatre Company's Workplace Discrimination and Harassment Policy](#).

Interpersonal misconduct, or harassment, in any form, is NOT tolerated at WAYTCO and will be addressed immediately, harshly and without hesitation to involve external parties.

Interpersonal misconduct also includes manipulative or factionalising behaviour. Harassment is behaviour towards another person which that person finds intimidating or embarrassing and will include any unwelcome, offensive comment or action.

WAYTCO does not tolerate discrimination against any person (staff/volunteer/member/other) on the grounds of sex, gender expression, marital status or pregnancy, race, religious or political conviction, disability, sexual orientation, age or family status/responsibility.

Comments or actions concerning a person's race, ethnic origin, gender, sexual orientation, marital status, pregnancy, impairment, disability, political or religious conviction, age, family responsibilities/family status, medical status, may be deemed an offence under relevant legislation and liable for prosecution. At the very least, harassment may result in disciplinary action.

If you have a question about an interpersonal misconduct or harassment matter, ask and seek clarification.

10 ALCOHOL AND DRUGS

Consumption of alcohol or non-prescription drugs is NOT permitted at any time.
Glorification of alcohol and drug use is NOT permitted in WAYTCO theatre-making.

Such consumption affects personal safety, safety of others and work performance. It is our responsibility to ensure that, when on duty or called to deal with an emergency, we are in a fit state. The WAYTCO stance on alcohol and non-prescription drugs is non-negotiable.

Glorification of alcohol and drug use is not permitted in WAYTCO theatre-making. In general, plays that feature alcohol and drug use are strongly discouraged.

11 SMOKE FREE WORKPLACE

Do NOT smoke in or around WAYTCO's offices or places of activity.
Do NOT include cigarette smoking scenes in WAYTCO productions.

WA Youth Theatre Company is committed to providing a 'Smoke Free Workplace'. For more information, please familiarise yourself with [WA Youth Theatre Company's Health Policy](#), which includes further detail regarding our stance on smoking, wearing of Healthway-badged clothing while smoking, and other health/health messaging matters.

12 DRESS CODE

Dress appropriately for your duties in respect to relevant circumstances.

Personal presentation in the workplace should be clean, neat and appropriate for a professional organisation and the work to be undertaken.

13 EQUIPMENT AND RESOURCES

Ensure the efficient and effective use of company resources, with a view to:

- **minimising cost;**
- **avoiding waste;**
- **being accountable for your resource use.**

WA Youth Theatre Company resources and assets are to be managed in a responsible manner. This can include, but is not limited to, use of company phones, internet, social media accounts, stationary, computers and printers.

14 OCCUPATIONAL SAFETY AND HEALTH

Familiarise yourself with OSH regulations *before* commencement of your work with us.
Avoid and prevent the misuse of safety and first aid equipment (seeking training in use of equipment, if required), wear safety clothing where provided, report hazards, accidents, injuries and unsafe practices.

WA Youth Theatre Company is committed to providing a healthy and safe work environment in compliance with the legislative requirements of [the Occupational Safety and Health Act and Regulations](#).

It is the responsibility of each of us to perform our work in a manner that ensures our own safety and that of our colleagues and clients.

15 INTELLECTUAL PROPERTY

Do NOT use, outside of the context of your engagement, content that you have developed whilst working with or for WAYTCo, unless you have contractually negotiated to do so.

WA Youth Theatre Company retains the copyright of any work produced by employees, Board Members, volunteers, casual staff and contractors in the course of performing duties of employment, unless expressly stated in employment documentation.

WA Youth Theatre Company is bound by the current *Australian Copyright Act* and its regulations. Intellectual Property includes, but is not limited to, legal rights relating to property such as copyright, registered designs, patents, and trademarks.

16 MEDIA COMMUNICATIONS

Do NOT make any media statements on behalf of the company, unless authorised to do so.

WA Youth Theatre Company must not be used to provide unauthorised comment on any company, organisation or individual. Official media statements (written or spoken) must be authorised by the General Manager, Chairperson, or delegated authority.

17 POLITICAL ASSOCIATIONS

Refrain from any action which may viewed as politically motivated or biased.

WA Youth Theatre Company must not be used to endorse a political party, a member of a party, or an independent politician.

18 CONFIDENTIALITY

Do NOT divulge any information to any person that is by nature confidential, be it stated or implied.

In the course of your work with us, you may be privy to information that is confidential or private. This is particularly the case with personal information, such as names, contact details, and medical condition disclosures. This kind of information is provided on a need-to-know basis only. It is also provided with the understanding it will only be used for a specific purpose and will remain confidential.

19 CONFLICT OF INTEREST

A conflict of interest arises when actions occur that are influenced, or perceived to be influenced, by a desire for personal gain to the detriment of an organisation or its members or stakeholders. Engaging in any activity that is in conflict with the proper discharge of duties and responsibilities in the public eye can be defined as a conflict of interest.

Attention to conflict of interest requires that we think about *perceived* as well as real conflict. Or direct and indirect conflict of interest.

WA Youth Theatre Company encourages its employees to participate in professional associations, charitable or service organisations, and other community activities.

If you have a question about real or perceived Conflicts of Interest, ask and seek clarification.

Ensure that working for one's own business or another organisation does not result, either directly or indirectly, in a conflict of interest whilst you are working for WAYTCo.

Ensure that outside activities do not compromise your WAYTCo work performance or bring WA Youth Theatre Company into disrepute.

Do NOT use information that you receive through WAYTCo for the purpose of benefit or personal gain or to the detriment of the organisation or individuals interacting with the organisation.

20 FRAUD AND CORRUPTION

You must NOT, under any circumstances, engage in unethical or improper payment practices for personal gain.

You MUST immediately report such practices, should you become aware of them.

Every WAYTCo Board Member, employee (staff or contractor) and volunteer, is prohibited to:

- Engage in commercial bribery;
- Be a party to coercion or bribery of public officials;
- Establish “slush funds” to facilitate bribery or other improper or questionable practices;
- Falsification of any records or documents;
- Make any false claims (such as falsifying allowance claims).

WAYTCo personnel, including Board members, employees and volunteers, have a duty to report to the Chair of the Board, or other position holder detailed at the top of this document, any behaviour which they believe might be unlawful or criminal in nature.

WA Youth Theatre Company will take serious disciplinary action against any employee who intimidates, coerces, attempts to coerce, or takes reprisals against an employee who has disclosed allegedly unlawful or unethical behaviour.

21 COMPLAINTS

Where a complaint or claim of misconduct arises, including claim of breach of this code, resolution **MUST** be sought using the following tiered complaint resolution approach:

- TIER 1** Discuss the matter with the person concerned;
- TIER 2** If unresolved, discuss the matter with either the General Manager or the Artistic Director, or, should you wish to speak to a peer, the Chair of the WAYTCO Youth Advisory Committee. [The matter will be noted and the responding company officer will provide feedback within 3 working days];
- TIER 3** If still unresolved, refer the matter to the Chair of the Board and one other Board Member. [Acknowledgement to be given within 48 hours and feedback within ten working days].

Should any matters arise whilst you are working for us that concern you, or should someone in the WAYTCO workplace express a complaint to you, we ask that you use WA Youth Theatre Company's tiered complaint resolution pathway. This emphasises a direct/in-situ response as the first course of action.

Should issues arise that are more complex or urgent, you are required to engage a senior staff member (our Artistic Director or General Manager).

In general, practise discretion in resolving sensitive problems and act in a courteous and professional manner.

The person initiating the resolution of a complaint, or misconduct claim, must be able to demonstrate that first tier resolution has been attempted or provide a valid reason for omitting this step. A valid reason might be, for example, that the individual seeking to take issue with another feels very intimidated by that person.

Serious breaches of this Code may result in disciplinary action being taken and possible termination of contract. If the matter is serious, or criminal activity is alleged, then reporting to the Police may be mandatory.

date _____

sign here ► _____

print name _____

END