

# MELBOURNE THEATRE COMPANY

## Code of Conduct

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### 1. OBJECTIVE

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- 1.1. All Melbourne Theatre Company (**Company**) employees are representatives of the Company. The objective of this Code of Conduct Policy (**Code**) is to outline the expectations for all Company staff—including actors, creatives and contractors—regarding behaviour in the workplace and when representing the Company.
- 1.2. It is expected that all Company workers facilitate a harmonious working environment, maintain a high standard of conduct and work performance, and observe standards of respect, tolerance, integrity, equity and fairness in all dealings with fellow employees, visitors, audiences and Company patrons.

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### 2. SCOPE

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- 2.1. This Code applies to all:
  - a) Company employees including actors, creatives, contractors and Board Members. In the case of these workers, they are taken to have agreed to adhere to this Code on acceptance of engagement with the Company;
  - b) contractors; and
  - c) volunteers, student placements/interns and other personnel undertaking work or observation of Company activities;  
referred to in this Code as 'Workers'.
- 2.2. This Code applies to conduct engaged in both in-person and through electronic telecommunication systems, including in the following contexts:
  - a) when attending onsite of a Company-owned premises. Examples include but are not limited to performing administrative work at the Company HQ, rehearsals at the Company HQ, performances at Southbank Theatre.
  - b) when undertaking work away from Company-owned premises. Examples include but are not limited to performances at Arts Centre Melbourne, touring, attendance at off-site meetings.
  - c) when attending work-related/industry functions, including those hosted by the Company and those hosted by external parties. Examples include but are not limited to pre-show/post-show Opening Night/Closing Night functions, end-of-year Company party, industry events.
  - d) outside of the workplace, where the Worker is, or can reasonably be considered to be, a representative of the Company. Examples include but are not limited to post-performance drinks outside the performance venue, an informal gathering of employees in a social setting where the common characteristic is Company employment or engagement, or on social media where Company assets are visible or the Company is referenced.

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### 3. PERSONAL BEHAVIOUR

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- 3.1. The Company has expected standards for the conduct of all Workers.

3.2. Workers must, at all times, behave in a manner which is respectful, tolerant and fair, and which upholds the Company's good reputation and commercial standing.

3.3. All Workers must:

- a) bring the highest standard of professional skill to their work, completing their duties to the best of their abilities;
- b) perform official duties with care and diligence, using authority fairly;
- c) be ethical and constructive towards others showing integrity and care;
- d) comply with all relevant legislation, regulations, industrial instruments (as applicable) and Company policies and procedures;
- e) protect the privacy of others and maintain appropriate confidentiality regarding personal matters;
- f) act as an ambassador for the Company in and outside the workplace;
- g) treat other employees, contract workers, suppliers, visitors and audiences with courtesy and respect for their opinions and beliefs at all times;
- h) foster and facilitate a harmonious working environment;
- i) work as a team member, be creative and contribute to the improvement of work practices and relationships;
- j) be reliable and flexible in relation to work arrangements and attendance;
- k) take all reasonable steps to ensure that they do not risk their own health and safety or that of another person;
- l) be aware of what to do during fire and other emergency situations;
- m) conserve resources and use Company equipment and property responsibly;
- n) promptly raise or report any issues or suspected Code or Policy breaches, to their manager/supervisor, or the People & Culture team.

3.4. All Workers must not:

- a) abuse, assault, insult, threaten or malign (verbally, physically or in writing) another person;
- b) bully, intimidate, harass or otherwise behave in a manner that is disrespectful and does not align with the Company's policies and procedures.
- c) engage in any conduct (physical, verbal, written, in-person, online or otherwise) that may, will, or is likely to damage, negatively impact or be inconsistent with:
  - i. the reputation, public image and standing of the Company;
  - ii. the commercial and economic interests of the Company;
- d) create disruption or disharmony in the workplace;
- e) speak or make representations on behalf of the Company, in either a formal or informal capacity, without the consent and approval of their direct manager;
- f) utilise Company facilities or resources (physical or otherwise, including the Company's name, reputation and/or public image) in service to any non-Company activity, without approval of their direct manager;
- g) wilfully enable or ignore another employee's breach of this Code.

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## 4. BREACH OF CODE

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- 4.1. A breach of this Code may result in disciplinary action up to and including termination of employment or engagement with the Company.
- 4.2. Alleged breaches of this Code will be dealt with in accordance with the terms of the **CAST Grievance Resolution Procedure** and **CAST Disciplinary Procedure**.

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## 5. ASSOCIATED COMPANY POLICIES AND PROCEDURES

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- 5.1. There are several Company Policies and Procedures that relate to the conduct and actions of Workers during their engagement with the Company which also apply in addition to this Code.
- 5.2. The below list provides a high-level summary only of these Policies and Procedures. Where there is any inconsistency between this summary and the terms of the identified policy or procedure, the identified policies or procedures prevail:

- a) **Respectful Workplace Policy & other CAST policies**

This policy confirms the Company's commitment to providing a safe working environment. The Company embraces and values diversity and inclusion in the workplace. Diversity includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Company. This policy also confirms that behaviour or actions which constitute discrimination, sexual harassment, bullying or any form of intimidation are unacceptable. All Workers should read this Code of Conduct in conjunction with and reference to the **CAST Respectful Workplace Policy, CAST National Code of Behaviour and CAST Reporting Unacceptable Behaviour Policy**.

- b) **Online Engagement (Social Media) Policy**

This policy confirms the Company's expectation of the highest level of professional courtesy and conduct from its Workers in any public communication including online social networking. Workers must be respectful of all individuals, productions, Company activities and communities, and work to protect the reputation of the Company as well those of individuals and companies in the broader industry. When using their personal online profiles and social media platforms, Workers must consider their online activity, and ensure that it does not speak for, or make representations on behalf of, the Company. Workers should read this Code of Conduct in conjunction with and reference to the **Online Engagement Policy**.

- c) **Alcohol and Drugs Policy**

The Company is committed to preventing harm resulting from alcohol and drug use and ensuring the safety, health, and productivity of all Workers and visitors in the workplace through this policy. The company enforces a zero-tolerance approach to illicit drugs, inappropriate alcohol use and the operation of vehicles or machinery under the influence of alcohol or illicit drugs and substances. Workers are expected to avoid alcohol and drug use that could impair their ability to perform their duties or that might jeopardize the safety of themselves and others. Responsible alcohol consumption is permitted at designated Company events, with strict guidelines to prevent excessive consumption and ensure professional conduct. Workers should read this Code in conjunction with and reference to **Alcohol and Drugs Policy**.

- d) **Health and Safety**

In addition to the Company's responsibility to provide a safe and healthy workplace, all Workers also have a responsibility for their own health and safety while at work, and for

the health and safety of others within the Company. Workers must abide by safety procedures, be aware of what to do during fire and other emergency situations and ensure that no unsafe areas or practices go unreported. Supervisors are responsible for safety in their work area. Workers should read this Code in conjunction with all other health and safety guidance.

e) **Absenteeism and Tardiness**

All Workers must report and be prepared to work at the times outlined in their employment contract, or as otherwise agreed. Where an employee needs to arrive late or leave early, this should be discussed with their manager/supervisor. Repeated absenteeism (failing to report for work without prior approval) and tardiness (arriving late for work, returning late from breaks/meals, or leaving work early without prior approval) may be subject to disciplinary action.

f) **Conflict of Interest Policy**

Employees and contractors must avoid situations where there may be (or seem to be) a conflict between the Company's interests and their own personal interests or those of family or friends. Employees and contractors should read this Code in conjunction with and reference to the ***Conflict of Interest Policy***.

g) **Outside Employment Policy**

Outside employment can only be undertaken where prior approval has been obtained from a manager, and where it does not cause a conflict of interest with Company duties. Employees should read this Code in conjunction with and refer to the ***Outside Employment Policy***.

h) **Company Finances**

All Workers must observe the highest standards of integrity in financial matters and comply with all relevant policies and procedures. Alleged fraud or theft by a Worker will be investigated, and if proven, may result in dismissal and, where appropriate, legal action will be taken.

i) **Company Equipment and Resources**

- i. Company equipment, including motor vehicles and computing and network facilities, are for official use by Workers only. Other use of equipment, or its use by persons who are not Workers, may only occur with the approval of Management. All Workers must ensure that resources are not wasted, used improperly or extravagantly. This includes all Company property, facilities, human resources, financial resources, intellectual property and information.
- ii. The Company's information technology facilities may not be used:
  - a. where copyright would be infringed;
  - b. to obtain unauthorised access to systems and data;
  - c. to send electronic mail which is illegal, for commercial purposes unrelated to the Company, or which may offend others;
  - d. to store, transmit or display material which is pornographic,
  - e. obscene, offensive, slanderous or illegal;
  - f. for personal gain.

For more information, employees should refer to: ***Provision and Acceptable Use of IT Policy and Information Security Policy***.

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## 6. RELEVANT COMPANY DOCUMENTS

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- CAST National Code of Behaviour
- CAST Respectful Workplace Policy
- CAST Reporting Unacceptable Behaviour Policy
- CAST Grievance Resolution Procedure
- CAST Disciplinary Procedure
- Online Engagement Policy
- Alcohol and Drugs Policy
- Conflict of Interest Policy
- Outside Employment Policy
- Provision and Acceptable Use of IT Policy
- Information Security Policy

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## 7. CHANGES TO THIS CODE OF CONDUCT

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- 7.1. The Company maintains the right to amend this Code at any time. The Company will provide the most recent version to all new employees and shall notify all current employees at the time of any amendment.
- 7.2. Employees are responsible for ensuring they have read and understood the most recent version of the Code, upon commencement of employment or engagement with the Company, or following notification of an amendment of the Code.
- 7.3. This Code shall be available at **Z:\MTC Central\Intranet\Employee Resources\Policies & Procedures** and via the online Artist Resources webpage at all times.

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## 8. RESPONSIBLE OFFICER

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- Executive Management
- Managers and Supervisors
- All Workers

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## 9. IMPLEMENTATION OFFICER

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Director People and Culture

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## 10. REVIEW

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- August 2024 – routine review, branding update, Code update to better clarify Company expectations re: personal behaviour, clarification of associated Company Policies and Procedures.

*Note: August 2024 review and updating of this Code of Conduct policy document was undertaken with the involvement of a consulting group of Company employees and a consulting group of recent Company performers and creatives.*