

This Code of Conduct (**Code**) describes the standards of conduct that are required from all persons (**Participants**) during a season for a show produced by North Shore Music Theatre (**NSMT**). For the purpose of this Code, a 'Participant' includes every person involved with the production, including each member of the cast, each crew member, all production teams, all volunteers and each NSMT committee member.

Every Participant is expected to act honestly, conscientiously, reasonably and in good faith at all times when carrying out their role, and in their relationships or interactions with other people involved in the show.

## **Expected Standards of Behaviour**

At all times, NSMT expects every Participant:

1. to be present at the agreed times and tell us if you are not able to carry out your agreed obligations;
2. to carry out your agreed duties and responsibilities in a safe, efficient and competent way;
3. to maintain an appropriate standard of dress;
4. to comply with all lawful and/or reasonable directions, instructions and policies issued by NSMT;
5. to respect the privacy of individuals;
6. not to share any confidential information you may learn while taking part in the production for any purpose, unless authorised by NSMT to do so;
7. not to use, or allow the use of, any NSMT property, resources, information, intellectual property or funds other than for an authorised purpose; and
8. to observe all safety procedures, including:
  - (a) to keep yourself and others safe at all times;
  - (b) to promptly notify NSMT about any hazard, or potential hazard, in your working environment;
  - (c) to immediately notify NSMT about any accident, incident or damage to any of NSMT's property; and
  - (d) at all times to comply with the laws of New Zealand.

## **Prohibited Behaviour**

No Participant may:

1. create any liability for NSMT without specific authorisation from the NSMT committee;
2. act in a way that may bring NSMT into disrepute, including through the use of email, social media and other internet sites;
3. take any photos or sound bites of any audition or rehearsal and download such material onto social media;
4. speak with the media on any matter related to a production unless he or she has express authorisation from NSMT to do so;
5. seek or accept any offers, gifts, rewards or benefits as a result of them being associated with the production;
6. engage in any activity that might cause physical or mental harm to yourself or to another Participant, including by verbal abuse, physical abuse, assault, sexual or racial harassment or bullying;
7. participate in any event associated with a production (including an audition, a rehearsal or a show) if he or she at the time is adversely affected by alcohol, medication or the use of non-prescription drugs;
8. provide a false or misleading statement, declaration or claim in respect of any matter;
9. falsify or change any documents or records;
10. engage in any activity that may damage NSMT property;
11. have unauthorised possession of any property belonging to NSMT; or
12. engage in any criminal activity whilst on NSMT property or in any place temporarily under the control of NSMT.

## **Conflicts of Interest**

Each Participant should use their best endeavours to avoid a situation that might lead to a conflict of interest by:

1. consulting with a NSMT committee member before undertaking a role in any organisation whose goals, purposes or activities conflict with those of NSMT;
2. making sure your other commitments do not conflict with the performance of your duties as a Participant; and

3. advising a NSMT committee member immediately you become aware that a conflict of interest exists or could possibly exist.

## **Breaches of the Code of Conduct**

A breach of this Code may be deemed to be unacceptable behaviour and may result in a warning or the immediate termination of your services as a Participant.

Any breach or alleged breach will be investigated by the NSMT committee who will have absolute discretion to investigate, and (if necessary) to impose a sanction.

## **Declaration**

I have read and understand the information in this Code of Conduct and agree to abide by it during my time as a Participant during a NSMT production.

\_\_\_\_\_  
Participant Name

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date