

ALOTCO CODE OF CONDUCT

ALOTCo is committed to providing a safe and respectful environment for everyone involved.

All members are required to support that commitment by agreeing to and following the ALOTCo Code of Conduct.

- Do your best to do the work or role you've committed to do (or let ALOTCo know as soon as possible if you're unable to do so).
- Be a good representative of ALOTCo by being honest, reliable, courteous and respectful.
- Act in a way that helps create a safe, constructive and harassment-free space for everybody.
- Welcome and include others, respect their views and opinions, and allow them the time and space in which to share them.
- Be considerate in what you do and say, and mindful of the effect that might have on other people.
- Harassment or discrimination of any kind will not be tolerated. Making people feel embarrassed, vulnerable, ashamed or marginalised is bullying.
- When working with children or young people under the age of 18:
 - Be aware that your language or topics of discussion may not be appropriate in a multi age environment. We are all responsible for stopping bad language or behaviour, or discussion of inappropriate topics.
 - Avoid being alone with, making unnecessary physical contact with children or do things of a personal nature that children can either do for themselves or with the support of their own parent/carer.

- Never provide your contact details to children or obtain a child's contact details.
- Don't photograph, record or post images, recordings or information about other people without their permission.
- Report any offensive, unacceptable or unsafe behaviour immediately.
- If a difference of opinion occurs during a production, don't let it escalate. Refer backstage problems to the Stage Manager immediately. Problems can also be referred to the Director or any member of the Management Committee. If you are concerned that a problem cannot be solved easily, the Management Committee can arrange a mediator to help.
- Take responsibility for your own personal property. ALOTCo will not be responsible for any lost or stolen items.
- Don't allow the consumption of alcohol or other drugs to affect your performance, personal safety, safety of others or the organisation at any time. Don't smoke on the premises.
- Don't incur any expenses on behalf of the organisation (without prior written permission).
- Don't enter into negotiations/agreements or speak on behalf of the organisation (without prior written permission).
- Give ALOTCo permission to use pictures or recordings of you for promotional and reporting purposes.
- Do not cause embarrassment to the Company on any public forum. If you perceive a problem, please direct your concerns to the Committee.

If your behaviour is deemed offensive, unacceptable or unsafe, you may be asked to correct it or to leave.