

Example: Code of Practice – Discrimination, Harassment, Sexual Harassment and Bullying

<Insert company name> is committed to providing a safe, respectful, inclusive and flexible workplace environment that is free from discrimination, harassment, sexual harassment and bullying. We do not tolerate or condone any form of discrimination, harassment, sexual harassment or bullying in the workplace.

This Code of Practice outlines expected standards of behaviour by all employees at <Insert company name>. A breach of this Code of Practice may lead to disciplinary action, result in termination of your contract with <Insert company name>, and/or, if the breach is of a criminal nature, may be reported to the police.

Scope

All employees must comply with this Code of Practice. For the purposes of this Code of Practice, employees are defined as:

- Company owners and board members
- Leadership and management personnel (e.g. producers, CEOs, executive directors, general managers, company managers, human resources managers, managers, supervisors)
- Production and venue personnel (e.g. producers, executive producers, production managers and line producers)
- Full-time, part-time, seasonal and casual employees
- Job candidates, including people auditioning for roles
- Student placements, apprentices, work experience students/interns
- Contractors, sub-contractors and secondees
- Volunteers

This Code of Practice applies to all employees while:

- at work – such as in the office, on set or location or during work related travel
- at work-related environments – such as Christmas parties, after parties, conferences, industry events, living away from home
- outside of work where there is a connection to the workplace – such as social media

Standards of behaviour

<Insert company name>'s employees are responsible for promoting a safe, respectful, inclusive and flexible workplace environment by:

- ✓ Treating all employees and audiences/patrons/customers with dignity, courtesy and respect
- ✓ Respecting cultural, ethnic, religious, gender and sexual orientation differences
- ✓ Behaving in a professional, fair and courteous manner at all times
- ✓ Promptly reporting any breaches of this Code of Practice, whether it is against you or another person, to your [insert relevant manager or Contact Person – e.g. company manager/stage manager/general manager/tour manager/director/producer/promoter/human resources manager or Complaints Person]
- ✓ Maintaining confidentiality when complaints are made and/or under investigation
- ✓ Abiding by all applicable laws and regulations

Unacceptable behaviours

<Insert company name>'s employees **must not**:

- × Abuse or threaten to abuse (verbally, physically or in writing) another person
- × Physically or sexually assault another person
- × Discriminate or unfavourably treat someone because of their race, sex, age, sexual orientation, disability or other personal characteristics
- × Intimidate, threaten or harass another person
- × Sexually harass another person with unwanted, unwelcome or uninvited behaviour
- × Bully, isolate or humiliate another person
- × Victimise, unjustly treat or threaten someone because they have raised a complaint or are a witness in an investigation
- × Behave improperly or unethically

Related policies

This Code of Practice should be read in conjunction with:

- <Insert company name>'s Discrimination, Harassment, Sexual Harassment and Bullying Policy
- <Insert company name>'s Complaint Handling and Investigation Procedure – Discrimination, Harassment, Sexual Harassment and Bullying

Related Training

<Insert company name>'s employees **must** complete the following online training module:

- [insert details of the training module]

The employee agrees to complete the training module prior to signing this Code of Practice or within seven (7) Business Days after signing this Code of Practice.

Employee acknowledgment

I have read this Code of Practice and agree to abide by it at all times.

Name:

Signature:

Date:

Name of manager/witness:

Signature:

Date:

Consultation Draft