

# Code of Conduct.

Policy:	Code of Conduct
Organisation:	New Plymouth Operatic Society
Last Update:	November 2022
Review Date:	November 2023

## Background

The purpose of this Code of Conduct is to inform all NPOS Production Personnel, including the NPOS Board, Cast, Crew, Production teams and volunteers on the standards of conduct required during our show season.

Everyone is expected to act honestly, conscientiously, reasonably and in good faith at all times when carrying out their duties and in their relationships or interactions with other people.

## Expected Behaviours

At all times, we expect everyone to:

- Be present at the agreed times and tell us if you are not able to carry out your agreed obligations
- Carry out duties and responsibilities in a safe, efficient and competent way
- Maintain a good standard of dress
- Comply with lawful and/or reasonable direction, instructions and policies
- Respect the privacy of individuals and only use confidential information for the purposes for which it was intended
- Neither use, nor allow the use of, NPOS property, resources, information, intellectual property or funds other than for authorised purposes
- Maintain the confidentiality of any information obtained while participating in this production
- Observe safety procedures including:
  - keeping yourself and others safe at all times
  - notifying the organisation about hazards or potential hazards in the working environment
  - notifying the organisation about any accident, incident or property damage
  - complying with New Zealand laws

Any NPOS Company member will not:

- Create any liability for NPOS without authorisation
- Act in a way that may bring NPOS into disrepute (including use of email, social media and other internet sites, engaging with media etc.)
- Seek or accept any offers, gifts, rewards or benefits

- Engage in any activity that may or causes physical or mental harm of another person (such as verbal abuse, physical abuse, assault, sexual or racial harassment, bullying, safety of yourself and others)
- Be affected by alcohol, medication or non-prescription drugs while participating
- Provide a false or misleading statement, declaration or claim
- Falsify or change any documents or records
- Engage in any activity that may damage our property
- Have unauthorised possession of property belonging to anyone else
- Engage in a criminal activity in our workplace

### **Conflicts of Interest**

All NPOS Company members should avoid situations that may lead to conflicts of interest by:

- Consulting with the Production Manager/Company Manager/General Manager before undertaking other roles in organisations whose goals, purposes or activities conflict with our organisation
- Making sure your other commitments do not conflict with the performance of your duties at our organisation
- Advising your direct report immediately if a conflict of interest exists, occurs or could possibly occur

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

Breaches of the Code of Conduct may lead to a notification of unacceptable behaviour and a warning or the immediate end to your services as a company member. Repeated breaches of the Code of Conduct will lead to the immediate end of your services as a company member.

### **Declaration**

I have read and understand the information in this document, and I agree to follow the Code of Conduct during my time as part of any NPOS production .

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Company Members Name

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Company Members Signature

Date: \_\_\_\_\_