

## **Code of Conduct**

### **General Conduct**

As a worker, volunteer or employee you act as an ambassador of the organisation and we expect you to behave professionally and courteously. This Code of Conduct sets out the expectations that Attic Theatre Company has of all those who work for it: permanent staff, freelance staff, casual staff, volunteers, interns and students (here on in referred to as 'employees'). It is based on the premise that Attic Theatre Company is a professional organisation and we expect the conduct of all those who work for it to reflect this.

Employees should at all times conduct themselves in such a way as to enhance the reputation of the Company. They should be polite, appropriately dressed and behave in a professional manner.

As an employee of Attic Theatre Company, you are expected to uphold the following core values:

- Striving to conduct best practice
- Fair and non-discriminatory
- Open to learning
- Compassion
- Honesty and integrity

You should recognise the fact that failure to follow this Code of conduct may damage Attic Theatre Company and its work and so will be viewed as a disciplinary matter, to be dealt with under normal disciplinary procedures up to and including dismissal. If through their actions or omissions employees are found to be in contravention of either this Policy or, indeed, their legal responsibilities then the Company reserves the right to take legal action if it deems it to be necessary to do so.

### **Conduct at work**

The Company expects all employees to behave in a normal and reasonable manner. The following list provides examples of the type of conduct that the Company would expect you:

- To be punctual for the start of work and to keep within the break times.
- To give regular attendance at work and to minimise all absenteeism.
- To be courteous, helpful and polite to all those with whom you have contact.
- To devote all your time and attention, whilst at work, to the Company and ensure that all its property including confidential information, records, equipment, information technology, etc., is kept safe and used correctly.
- To comply with all the Company's rules and regulations and to observe and perform all the terms of your employment as set out or referred to in your Contract of Employment or Letter of Agreement.
- Not to be involved with any company, client or agent who is in direct competition with this Company. You are expected to devote all your loyalty to this Company.

### **Conduct outside working hours**

Outside interests include other employments, partnerships, projects or ventures. These should be declared to the individual's line manager as should the interests of a spouse / partner or

close relative.

Normally the Company has no jurisdiction over employee activity outside working hours. Behaviour outside working hours will only become an issue if the activities adversely affect the Company.

Adverse publicity, bringing the Company name into disrepute, or actions that result in loss of faith in the Company, resulting in loss of business, or loss of faith in the integrity of the individual, will result in the disciplinary procedure being instigated.

The detriment suffered by the Company will determine the level of misconduct and it will also determine which disciplinary stage is most appropriate to suit the circumstances.

If the actions cause extreme embarrassment or serious damage to the Company's reputation or image, a decision may be taken to terminate the employment.

The Company's procedures covering disciplinary hearings and appeals still apply.

## **Confidentiality**

At all times confidentiality must be maintained. No information can be released to unauthorised persons or organisations. The Artistic Director, or other senior managers of the Company will inform employees of those authorised to receive information.

If doubt exists as to the validity of an organisation or individuals to receive information, this must be checked with a Senior Manager.

We will take action when someone has deliberately breached confidentiality about the organisation, its staff and activities. This may include disciplinary action, ending a contract, firing an employee or bringing criminal charges.