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## Grievance Process

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- Any complaint or suspected breach of any of the above, are to be reported in writing addressed to the ARK Theatre Committee. The Committee must take immediate action to investigate and attempt to remedy the issue without bias.
- Throughout the process, the Committee will keep all parties informed of progress.
- Any breach or suspected breach, requires ARK Theatre Committee to investigate and to take the best appropriate action.
- A follow-up action plan to mitigate/eliminate a recurrence will be the responsibility of the ARK Theatre Committee.
- If a repeat offence occurs after a warning, the perpetrator will be immediately dismissed from the group.
- The Grievance Process will comply with Division 3 of the "Model Rules for an Incorporated Association".

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## Distribution/Review

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- This Code of Conduct will be given to each new financial Member, and to all Cast, Crew and Production members prior to the start of rehearsals for a new production / activity.
- This Code of Conduct will be reviewed annually (July/August) to ensure it remains relevant.
- Upon review, and where any amendments / changes are made, a copy of the revised Code of Conduct will be:
  - sent to the VDL;
  - electronically distributed / mailed to all members; and
  - a copy will be sent to the Secretary of YouthARK Theatre.

### ARK Theatre Committee Contact Details:

- EMAIL: Evelyn Devitt - [evdevitt@gmail.com](mailto:evdevitt@gmail.com)
- EMAIL: Ann O'Connor - [ann.L.oconnor@bigpond.com](mailto:ann.L.oconnor@bigpond.com)
- MAIL: PO Box 277, Mooroolbark VIC 3138

### ARK Theatre Mission Statement

ARK Theatre is dedicated to providing a performing arts forum encompassing contemporary and traditional theatre production:

- ❖ To engage with performers and audiences of all ages, interests and capabilities
- ❖ To provide mentoring in performance and the technical content of theatre
- ❖ To enjoy and respect the contribution of performing art to the social fabric of our community

### ARK Theatre Vision Statement

- ❖ We aim to consistently produce high quality productions that both entertain and stimulate patrons, participants, and ARK members
- ❖ We aim to offer opportunities for time restricted thespians, by maintaining minimal rehearsals when possible, and organising condensed performance seasons
- ❖ We aim to engage in various theatre genres of varying length, providing various opportunities of creativity and ongoing participation of its patrons, members and visitors
- ❖ We aim to provide ongoing opportunities to grow skills in all areas of theatre production, and encourage members to stay active within the scope provided by ARK Theatre
- ❖ ARK Theatre is not restricted to any one performance venue, and will provide physical and human resources to perform throughout Victoria, when and where it is feasible
- ❖ ARK Theatre aims to provide and encompass a healthy social activity forum, allowing family and friends to engage with ARK members alongside and also outside of the 'performance spectrum'

### ARK Theatre Values

*Creativity*                      *Equality*                      *Encouragement*  
*Enjoyment*                      *Inclusiveness*                      *Mentoring*  
*Respect*                      *Environmental Responsibility*  
*Achievement, Recognition and Reward*



**ARK Theatre Inc.**

# Code of Conduct

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**FOR ALL CAST, CREW AND MEMBERS**

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## AIM

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- **Our intent is to ensure that all ARK Theatre members and YouthARK members - including all cast, crew and production team members for each Production / Event - our guests and any temporary visitors, act with dignity, honesty, integrity and with respect towards all others including our patrons.**
- **Our intent is to make the ARK / YouthARK theatrical experience attractive, safe and enjoyable for all involved.**

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## Application

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Each person is expected to:

- display control and professionalism;
- behave in a manner that reflects ARK Theatre positively;
- display patience, tolerance, fairness, consideration, and courteous behaviour, treating all around with respect and dignity;
- work equally for the benefit of the production and themselves;
- familiarise themselves with and then abide by the principles of theatre etiquette;
- commit wholeheartedly to the production rehearsals and/or activities provided;
- be prepared to tutor/mentor when and where appropriate and if asked, to other participants from time to time;
- be familiar with ARK Theatre's Mission, Vision and Value statements whilst involved in any ARK Theatre production or event, and act toward achieving those statements;
- abide by the policies and practices of ARK Theatre as they apply, always using a 'common sense approach' and consulting with a Committee member for further clarity if required;
- always co-operate with the Director, Production members, and fellow Cast, as this entity is borne and ultimate success rides on a 'community co-operative' atmosphere; and

- commit wholeheartedly to the success of ARK Theatre in its role in providing an economic event to the community, whilst also producing high quality shows and entertainment.

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## Health and Safety (H&S)

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- ARK Theatre Committee will monitor Health and Safety and Risk Assessment issues, policies and concerns throughout the year and will address remedial action as soon as practical.
- The Production Coordinator and/or Stage Manager will be responsible for:
  - identifying and rectifying any H&S issue;
  - informing the ARK Theatre Committee of any such issue; and
  - recording any H&S incident and/or breach, whether it is intentional or accidental.
- All electrical equipment used must have a current test-tag.
- Minimal refreshments must be provided for all persons involved in a Production (for example: water, cordial).
- ARK Theatre will provide an Emergency Response Team for all rehearsals, productions and other events.
- An adequate First Aid Kit must be made available.
- In any H&S incident, event do not admit fault. Seek advice. Monitor remedial action.

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## Discrimination, Bullying, Sexual Harassment

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- Behaviour that intimidates, offends, insults, humiliates or degrades others is not acceptable and should be reported.
- Display of 'superiority' of an individual or group, which could include less favourable treatment, unfair exclusion or asking discriminatory questions towards others, is not acceptable.
- Personal 'boundaries' are to be respected at all times.
- Strong offensive language, including swearing, is not acceptable.

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## Drugs and Alcohol

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- Lilydale Heights College is a Drug and Tobacco free area. Smoking is only permitted OUTSIDE of school fences/boundaries.
- Where alcohol is available at an ARK Theatre event, Liquor Licence Regulations must be complied with.
- All participants involved in an ARK Theatre activity in the wider community must also abide by the rules of our hosts/venue.
- Anyone under the influence of drugs or alcohol, acting to the detriment of others will be asked to leave the venue, either from LHCPAC or at any ARK Theatre sponsored activity.

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## Other Standards

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- Production Team members are responsible for ensuring all cast and crew members are treated respectfully.
- All ARK Theatre and YouthARK members are bound by and are expected to abide by the Rules of a Not for Profit Organization. These are available on request.
- All members/visitors must abide by the Lilydale Heights College conditions of use (known as the Term of Hire Agreement).
- ARK Theatre Re-uses, Recycles and Reduces, in an effort to achieve and sustain a low carbon footprint.
- All to observe meeting etiquette and protocols.
- All Committee members, Directors, Production team & Crew members and Front of House staff are required to hold a current Working with Children Certificate (WWCC).
- Where there is a cast member under 18 years of age in any ARK Theatre or YouthARK production / event, all other adult cast members must hold a current WWCC.
- YouthARK productions/events are bound by both YouthARK and ARK Theatre Codes of Conduct.