

Date \_\_\_\_\_

Signed \_\_\_\_\_

Position \_\_\_\_\_

Old Well Theatre Trust  
Code of Conduct

Old Well Theatre Trust (OWTT) has adopted the following Code of Conduct regarding volunteer involvement.

Being a member or attending as a visitor to OWTT means you agree to abide by this Code of Conduct and OWTT policies.

OWTT reserves the exclusive right to change any part of this Code of Conduct at any time and to expect adherence to the changed policy. The Trustees are the governing body and may add additional guidelines and requirements and, where a conflict exists, these take precedence over this Code of Conduct. Members will be notified of any changes as soon as they are adopted.

**Definition of a “Volunteer”**

A “volunteer” is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of OWTT. Unless specifically stated, volunteers shall not be considered as “employees” of OWTT.

**Discrimination**

OWTT is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, disability, gender, colour, religion, sexual orientation, geography, or age. OWTT will follow this policy in the selection of volunteers. Volunteers are expected to adhere to these same standards in the course of their duties as a volunteer.

## Old Well theatre Trust volunteers – Recommended Code of Conduct

- ✓ Conduct yourself in a respectful manner, exhibit good conduct, and be a positive role model to promote and maintain the positive reputation of the Old Well Theatre Trust.
- ✓ Display respect and courtesy in all communications and interactions with other volunteers and associates in respect of all property of the Old Well Theatre Trust.
- ✓ Provide a safe environment by avoiding the use of discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
- ✓ Respect the privacy of persons served by and associated with the organisation and hold in confidence sensitive, private and personal information.
- ✓ Keep OWTT trustees & committee members informed of concerns and problems with the areas in which you participate.
- ✓ ALWAYS seek approval before entering into agreements on behalf of the trust (i.e. public statements, contracts, financial or other obligations).
- ✓ Work respectfully and collaboratively as a team member with other volunteers.
- ✓ Be open and honest in dealings with other volunteers or OWTT Trustees & committee members.
- ✓ Keep personal opinions and actions separate from those made as a representative of this organisation.
- ✓ Avoid conduct which would jeopardise the reputation or status of OWTT.
- ✓ Use appropriate and respectful language in the company of members, patrons, volunteers, guests, children etc.
- ✓ Uphold theatre policies.
- ✓ Endeavour to look after and protect property belonging to other participants, OWTT, and costumes or equipment that has been hired or borrowed by OWTT.
- ✓ Never use or be under the influence of illegal drugs on OWTT premises.