

Code of Conduct

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1. Background

- 1.1. The Abbey Museum of Art and Archaeology Inc (AMAA) values the contribution of its volunteers, staff, contractors, re-enactors, performers and vendors. The AMAA provides an open, welcoming and safe environment for everyone participating.
- 1.2. In performing their duties, it is expected that staff, volunteers, re-enactors, performers, vendors and all other personnel associated with the AMAA will, at all times, act lawfully and in compliance with this Code of Conduct and any associated AMAA Policies.
- 1.3. The AMAA is committed to providing a safe working environment. Volunteers, staff, contractors, re-enactors, performers and vendors of the AMAA must make themselves familiar with and comply with the organisation's policies, procedures and guidelines. In the absence of policy, for a clarification of policy, or, if faced with a policy which is at variance with a staff, volunteers, reenactors, performers, vendors or the personnel's own view, that person should discuss the matter with an appropriate manager to resolve the issue.
- 1.4. In the event that the AMAA Code of Conduct is in conflict with any relevant state or federal legislation the officer, volunteer or other personnel will be bound by the policy that places a higher burden on workers. In such cases any statute, will prevail over this Code of Conduct.

2. Purpose

- 2.1. The aim of this Code of Conduct is to establish a common understanding of the standards of behaviour expected of AMAA volunteers, staff, contractors, re-enactors, performers, sponsors, vendors and anyone else associated with the AMAA.
- 2.2. This policy places an obligation on all volunteers, staff, contractors, re-enactors, performers and vendors associated with the AMAA to take responsibility for their conduct and to work cooperatively with others to establish consultative and collaborative workplaces where people are happy and proud to work.

3. Scope and Application

- 3.1. This Code of Conduct applies to all personnel (volunteers, sponsors, staff, contractors, re-enactors, performers, vendors, and any other personnel directly associated with AMAA activities) so they can meet standards of behaviour and act in accordance with the expectations of AMAA Management and the broader community.
- 3.2. While office holders, volunteers, staff, contractors, re-enactors, performers, vendors and all other personnel directly associated with AMAA activities are not subject to disciplinary action, conduct that would be assessed as being a serious breach of this Code of Conduct may result in their involvement with the AMAA being terminated.

4. Legal Compliance

- 4.1. All volunteers, staff, contractors, re-enactors, performers, vendors, and any other personnel directly involved with the AMAA must comply with any relevant legislation, regulations or legal standards relevant to their position. Where relevant, they must exercise appropriate duty of care to other volunteers, staff, fellow workers, and the public. This includes, but is not limited to, legislation relating to industrial relations, child protection, privacy, workplace bullying and harassment, discrimination, and work health and safety.

5. Compliance with Lawful Direction

- 5.1. All personnel directly involved with the AMAA will carry out the reasonable and lawful directions of AMAA management or other authorised personnel. Failure to do so may result in their involvement with the AMAA being terminated.
- 5.2. Authorised personnel include:
 - AMAA Director
 - Festival Portfolio Coordinators and AMAA Managers
 - Defined members of the Public Safety and Risk Team (e.g. Medical Response, Security, Public Safety Officers etc.)
 - Queensland Police Service, Queensland Ambulance Service, Queensland Fire and Emergency Service, and other defined emergency service personnel.

6. Respect for Others

- 6.1. In the performance of their duties, all personnel directly involved with the AMAA are required to comply with this Code of Conduct and maintain professional and ethical behaviour at all times. Specifically, they will:
 - 6.1.1. Provide a welcoming, inclusive and safe environment for patrons, volunteers, staff, contractors, re-enactors, performers, and vendors;
 - 6.1.2. Treat all persons, including children, with respect regardless of gender, race, religious or political beliefs, age, physical or mental health, sexual orientation, family or social background;

- 6.1.3. Use in a lawful, appropriate and acceptable manner any computers, mobile phones, videos, analogue or digital cameras, recording or other devices that may be in use during Festival events;
 - 6.1.4. Behave honestly and with integrity at all times;
 - 6.1.5. Act with care and diligence to ensure the safety of the children, audience members, and others attending AMAA events;
 - 6.1.6. Comply with all applicable Australian laws, and any lawful and reasonable direction given by the AMAA Director or other authorised personnel; and
 - 6.1.7. Report any concerns immediately to the Public Safety, Operations and Risk Manager or responsible manager regarding the behaviour of any adult working with children participating in any AMAA event.
- 6.2. Under this Code of Conduct all personnel are responsible for ensuring they have a working understanding of the Child Safety Policy, and Work Health and Safety Policy including what is required of them.

7. Duty of Care

- 7.1. The Board of the Abbey Museum of Art and Archaeology, the Festival Director and AMAA Management Team expect that all personnel working at an AMAA run event have a duty to:
 - 7.1.1. Volunteers, staff, performers and re-enactors:
 - 7.1.1.1. Promptly attend all rostered duties/performances or advise AMAA management if this will not be possible;
 - 7.1.1.2. Take reasonable care for their safety and welfare, and for any other person participating in AMAA activities;
 - 7.1.2. All volunteers, staff, contractors, re-enactors, performers, vendors, and any other personnel directly involved with the AMAA must:
 - 7.1.2.1. Notify Public Safety and Risk Team members regarding any known hazards or foreseeable risk situations where preventative measures can be taken; and
 - 7.1.2.2. Ensure AMAA management is aware of any potential work, health and safety or child safety issues so that the risk can be assessed and managed in a timely manner.

8. Alcohol, Drugs and Tobacco

- 8.1. All AMAA events are considered smoke free environments, and the use any smoking product **MUST** comply with the provisions of the *Tobacco and Other Smoking Products Act 1998*.

- 8.2. Smoking Products are defined in the *Tobacco and Other Smoking Products Act 1998* as:
- A tobacco product;
 - Herbal cigarette;
 - Loose smoking blend;
 - Personal Vaporiser;
 - Personal Vaporiser related product; or
 - Smoking Related product (means a product, prescribed under a regulation, that is used primarily in the consumption of a tobacco product, herbal cigarette or loose smoking blend).
- 8.3. The use of smoking products is strictly restricted to the Designated Outdoor Smoking Areas (DOSAs). DOSAs are clearly defined, delineated and signed. No food or drink is permitted to be consumed in a DOSA.
- 8.4. Personnel working at an AMAA event must not be under the influence of alcohol or consume alcohol while operating in an official capacity at the event.
- 8.5. Personnel working at an AMAA event must not consume illegal drugs or have illegal drugs in their possession. Any illegal drugs found on a site where an AMAA event is taking place or in the possession of any person working at an AMAA event will be referred to the Public Safety, Operations and Risk Manager. They may also be reported to the Queensland Police Service for further action.

9. Appropriate Use of Photographic Images, Video Footage, Electronic Communication and Social Networking Sites

- 9.1. The AMAA acknowledges that electronic communication facilities, including mobile phones, are widely used by AMAA personnel and the broader community. AMAA understands that some persons (e.g. patrons) will have an interest in photographing and recording performances that may involve children.
- 9.2. Similarly, AMAA will, on occasion, photograph and record performances for promotional purposes. These photographs and recordings may be used on digital platforms maintained by the Festival such as the AMAA website, Facebook, Instagram, YouTube, and twitter accounts.
- 9.3. At each event the AMAA Director will nominate AMAA staff with official responsibility for maintaining AMAA social network sites.
- 9.4. Only nominated persons will be permitted to take photographs and recordings at AMAA events for commercial purposes. Other volunteers, staff, contractors, re-enactors, performers, vendors, and any other personnel directly involved with the AMAA are required not to do so without the express written permission of the AMAA Director.

- 9.5. Photographers will maintain possession and ownership of all official digital and analogue photographs and recordings made at AMAA events, the AMAA will have defined licensed use. Volunteers, staff, contractors, re-enactors, performers, vendors, and any other personnel directly involved with the AMAA may request that their images not be used or published.
- 9.6. All personnel working at an AMAA event must exercise good judgement:
 - 9.6.1. Use in an appropriate and acceptable manner any computers, mobile phones, videos, digital cameras, and any other recording devices in use at AMAA events;
 - 9.6.2. Not post anything on social media that could be reasonably considered defamatory to the AMAA or associated entities;
 - 9.6.3. Not divulge confidential information (includes information governed by the National Privacy Principles)
 - 9.6.4. When using electronic mail and use appropriate language in electronic mail messages;
 - 9.6.5. Not send messages that are harassing, defamatory, threatening, abusive or obscene;
 - 9.6.6. If inviting minors onto personal social network sites;
 - 9.6.7. If accepting invitations from minors into their social networking sites; and
 - 9.6.8. Report any situations where you become aware of the inappropriate use of electronic communication and social networking sites.
- 9.7. All personnel should be aware that if any issue addressed in a text message, social media post or email becomes the subject of a legal dispute, then those electronic materials would be discoverable: that is, the court and all parties to the dispute would be entitled to see them.

10. Use and Stewardship of AMAA Resources

- 10.1. All personnel must use the AMAA resources economically and ethically. AMAA resources include finances, facilities, equipment, vehicles, and any other property that is the responsibility of the AMAA.
- 10.2. All AMAA staff, volunteers and contractors have a duty to ensure that AMAA resources are used only for their intended purpose, are well maintained and secured against theft or misuse.

11. Record Keeping

- 11.1. The AMAA has an obligation to keep accurate records regarding personnel undertaking volunteer work at its events. These records will include:

- 11.1.1. Name, Date of Birth, Address;
- 11.1.2. Volunteer Application Form;
- 11.1.3. Working With Children Check (if required)

12. Dress and Personal Appearance

- 12.1. All personnel working/operating at an AMAA event are expected to present as professionals and follow the dress code applied to their position, where applicable..

13. Reporting Improper Conduct

- 13.1. Volunteers, staff, contractors, re-enactors, performers, vendors, and any other personnel directly involved with the AMAA have a responsibility to report any suspected occasion of improper conduct or breach of this Code of Conduct immediately to a member of the AMAA management team.
- 13.2. All personnel working at an AMAA event may be required by the AMAA to participate in good faith as either a respondent, witness or other interested person in an enquiry or investigation arising from a suspected breach of this Code of Conduct.

14. Breaches of the Code of Conduct

- 14.1. Breaches of this Code of Conduct will be investigated according the AMAA Investigation Procedure, *AS/NZS 10002:2014-Guidelines for Complaint Management in Organisations* and after due consideration to the seriousness of the breach.
- 14.2. If, after investigation, it has been determined that a breach of the AMAA Code of Conduct has occurred, the AMAA Director may prohibit the individual concerned from participating in any further AMAA activities or events.

15. Conflicts Between this Policy and Other Obligations

- 15.1. In the event that the AMAA Code of Conduct is in conflict with another policy or relevant state or federal legislation, the volunteers, staff, contractors, re-enactors, performers, vendors, and any other personnel directly involved with the AMAA will be bound by the policy that places a higher burden on workers and volunteers. In such cases any statute, will prevail over this code of conduct.