

Code of Conduct

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1. Background

- 1.1. The annual Abbey Medieval Festival (AMF) has been marketed to the public as the “Real Medieval Experience”, and values the contribution of its volunteers, staff, contractors, re-enactors, performers and vendors. The AMF provides an open, welcoming and safe environment for everyone participating.
- 1.2. In performing their duties, it is expected that staff, volunteers, reenactors, performers, vendors and all other personnel associated with the AMF will, at all times, act lawfully and in compliance with this Code of Conduct and any associated AMF Policies.
- 1.3. The AMF is committed to providing a safe environment. Volunteers staff, contractors, re-enactors, performers and vendors of the AMF must make themselves familiar with and comply with the policies, procedures and guidelines of the AMF at all times. 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 and all other 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 AMF 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 AMF volunteers, staff, contractors, re-enactors, performers and vendors.
- 2.2. This policy places an obligation on all volunteers, staff, contractors, re-enactors, performers and vendors associated with the AMF 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 and operate.

3. Scope and Application

- 3.1. This Code of Conduct applies to all personnel (volunteers, staff, contractors, re-enactors, performers, vendors, and any other personnel directly associated with AMF activities) so that they can meet standards of behaviour and act in accordance with the expectations of the Festival Management and the broader community.
- 3.2. While office holders, volunteers, staff, contractors, re-enactors, performers, vendors and all other personnel directly associated with AMF 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 AMF being terminated.

4. Legal Compliance

- 4.1. All volunteers, staff, contractors, re-enactors, performers, vendors, and any other personnel directly involved with the AMF 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 AMF will carry out the reasonable and lawful directions of AMF management or other authorised personnel. Failure to do so may result in their involvement with the AMF being terminated.
- 5.2. Authorised personnel include:
 - Festival Director
 - Festival Portfolio Coordinators and Managers
 - Defined members of the Public Safety and Risk Team (E.G. Medical Response, Security, Public Safety Officers etc)
 - Qld Police Service, Qld Ambulance Service, Qld 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 AMF 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, 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 AMF events;
 - 6.1.6. Comply with all applicable Australian laws and any lawful and reasonable direction given by the AMF Director or other authorised personnel; and
 - 6.1.7. Report immediately to the Public Safety, Operations and Risk Manager any concerns they have regarding the behaviour of any adult working with children participating in any AMF event.
- 6.2. Under this Code of Conduct it is a responsibility of all personnel to be knowledgeable of the Child Safety Policy and Work Health and Safety Policy and to ensure they fully understand what is required.

7. Duty of Care

- 7.1. The Board of the Abbey Museum of Art and Archaeology, the Festival Director and AMF Management Team expect that all personnel working at an AMF 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 AMF management if this will not be possible;
 - 7.1.1.2. Take reasonable care for the safety and welfare of the students and any other person participating in AMF activities;
 - 7.1.2. All volunteers, staff, contractors, re-enactors, performers, vendors, and any other personnel directly involved with the AMF:
 - 7.1.2.1. Notify Public Safety and Risk Team members regarding any known hazards or foreseeable risk situations against which preventative measures can be taken; and

- 7.1.2.2. Ensure AMF 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 AMF 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). The 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 AMF 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 AMF event must not consume illegal drugs or have illegal drugs in their possession while working in an official capacity at the event. Any illegal drugs found on a site where an AMF event is taking place or in the possession of any person working at an AMF event will be referred to the Public Safety, Operations and Risk Manager, and they may also be reported to the Queensland Police Service for further action.

9. Appropriate Use of Electronic Communication and Social Networking Sites

- 9.1. The AMF acknowledges that electronic communication facilities, including mobile phones, are widely used by AMF personnel and the broader community. AMF understands that will have an interest in photographing and recording performances that may involve children.
- 9.2. Similarly, AMF will, on occasion, photograph and record performances, for promotional purposes to be used on digital platforms maintained by the Festival such as the AMF website, Facebook, Instagram, Youtube, and twitter accounts.
- 9.3. At each event the AMF Director will nominate AMF staff with official responsibility for maintaining AMF social network sites.

- 9.4. Only nominated persons will be permitted to take photographs and recordings at AMF events for commercial purposes. Other volunteers, staff, contractors, re-enactors, performers, vendors, and any other personnel directly involved with the AMF are required not to do so without the express written permission of the Festival Director.
- 9.5. AMF will maintain possession and licensed ownership of all official digital and analogue photographs and recordings made at Festival events. Volunteers, staff, contractors, re-enactors, performers, vendors, and any other personnel directly involved with the AMF may request that their images may not be used or published.
- 9.6. All personnel working at an AMF event must:
 - 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 Festival events;
 - 9.6.2. Exercise good judgment when using electronic mail and use appropriate language in electronic mail messages;
 - 9.6.3. Not send messages that are harassing, defamatory, threatening, abusive or obscene;
 - 9.6.4. Not invite minors onto personal social network sites;
 - 9.6.5. Not accept invitations from minors into their social networking sites; and
 - 9.6.6. 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 any issue which is 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 AMF Resources

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

11. Record Keeping

- 11.1. The AMF 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 AMF event are expected to present as professionals and to be good role models for students in the matter of dress and personal appearance.

13. Reporting Improper Conduct

- 13.1. Volunteers, staff, contractors, re-enactors, performers, vendors, and any other personnel directly involved with the AMF have a responsibility to report immediately to member of the AMF management team any suspected occasion of improper conduct or breach of this Code of Conduct.
- 13.2. All personnel working at an AMF may be required by the AMF 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 AMF 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 AMF Code of Conduct has occurred the AMF Director may prohibit the individual concerned from participating in any further AMF activities or events.

15. Conflicts Between this Policy and Other Obligations

- 15.1. In the event that the AMF 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 AMF 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.