

CODE OF CONDUCT

Barking Gecko Arts is committed to providing and maintaining a working environment that is productive, positive, enjoyable, safe and free from harassment and discrimination. Barking Gecko Arts expects that its employees will always display the highest standards of professional and personal conduct in serving the needs of Barking Gecko Arts.

Employees include but are not limited to:

- board members;
- leadership and management personnel (e.g. producers, promoters, CEOs, executive, directors, artistic directors, general managers, company managers, heads of department, human resources managers, managers, supervisors);
- production and venue personnel (e.g. actors, dancers, directors, choreographers, writers, stage management, chaperones, technical crew, front of house staff);
- full-time, part-time, seasonal, and casual employees;
- job candidates, including people auditioning for roles;
- student placements, apprentices, work experience students/interns;
- contractors, sub-contractors and secondees (e.g. casting, talent and freelance agents who have been contracted or sub-contracted for a specific purpose); and
- volunteers and anyone working in an unpaid capacity.

All employees have an obligation and duty of care to:

- comply with prevailing community standards of equity, justice, fairness and compassion in dealing with others within and beyond Barking Gecko Arts;
- perform your duties in a responsible and professional manner, with due regard for and compliance with Barking Gecko Arts policies and other legal requirements and obligations;
- exert responsible stewardship of Barking Gecko Arts resources;
- promote and protect the Barking Gecko Arts reputation in the wider community;
- act appropriately when a conflict arises between an employee's self-interest and their duty to Barking Gecko Arts.

This Code of Conduct applies to all workers while:

- at work – such as at rehearsals, during performances, on production tours, while travelling for work;
- at work-related functions such as opening nights, after parties, Christmas parties, conferences, industry events; and
- outside of work where there is a connection to the workplace such as on social media.

BEHAVIOUR

Personal Conduct

All employees are expected to:

- treat everyone with courtesy, respect, kindness, consideration, and sensitivity to their rights;
- refrain from all forms of harassment and discrimination based on gender, race, religious belief, political affiliation, pregnancy, disability, sexual orientation or illness;
- always act honestly, in good faith, and respectful of the trust placed in them;
- respect everyone's rights to privacy and keep personal information in confidence;
- consider the impact of their decisions and behaviour on the well-being of others;
- refrain from acting in any way that would unfairly harm the reputation and career prospects of other employees;
- refrain from allowing personal relationships to affect professional relationships;
- seek advice from the CEO where a colleague's behaviour is perceived to be in breach of the Code of Conduct, and report any suspected corrupt, criminal or unethical conduct to the CEO.

Professional Conduct

All employees are expected to:

- perform their duties diligently, impartially, and with integrity, in line with the barking Gecko Arts values;
- take responsibility for their own health and safety and for the safety of others while carrying out their work;
- maintain and update their professional knowledge and uphold relevant ethical standards;
- strive to deliver the highest levels of service and professional conduct;
- comply with all legislative, industrial, and organisational requirements, including anti-discrimination obligations;
- act in accordance with principles of environmental responsibility;
- foster teamwork, collaboration, and mutual respect, giving due credit to the contributions of others;
- keep clear and accurate records to support decisions, in line with legislative and Organisational requirements;
- not use confidential or official information for improper advantage;
- refrain from allowing personal interests, political views, or affiliations to influence their work;
- avoid using their position to exert inappropriate influence over others;
- understand and comply with all Organisational policies and procedures.

CHILD SAFEGUARDING

Barking Gecko Arts is committed to promoting and protecting the interests and safety of children, young adults, vulnerable people, and people at risk. We have zero tolerance for any form of physical or sexual abuse. Every person working with Barking Gecko Arts is responsible for the protection of children, vulnerable people, and people at risk, and for reporting any form of physical and/or sexual abuse.

This section should be read in conjunction with the Child Safeguarding Policy, which outlines detailed responsibilities, reporting procedures, and behavioural requirements for all staff, volunteers, contractors, artists, and visitors.

REPORTABLE CONDUCT

Reportable conduct includes:

- Any act committed against a child involving:
 - a sexual offence; or
 - grooming.
- The infliction on a child of:
 - physical violence;
 - serious emotional or psychological harm.
- Serious neglect of a child is also considered reportable conduct.

All employees must immediately report any concerns, suspicions, disclosures, or breaches related to child safety to the CEO (or Chair of the Board if the CEO is implicated). Reports must be treated seriously and handled confidentially.

ACCEPTABLE ONLINE USE AGREEMENT

Barking Gecko Arts recognises the risks posed to children and vulnerable people through online communication and social media.

All staff, volunteers, or contractors must not:

- post or share with another person (either online or offline) any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist, or otherwise inappropriate;
- contact children, young people or vulnerable persons for non-urgent contact or communication out of hours;
- have outside contact with children, young people and vulnerable people except for meetings where others are present, program-specific internet contacts through Barking Gecko Arts email system or brief telephone or texting contact for routine purposes such as scheduling;
- any contact or communication with children or vulnerable people must be undertaken on a publicly visible platform rather than on a private forum. It must include another staff member or volunteer as a dual (cc) recipient. Any breach of this requirement must be reported and will be treated seriously.

Any breach must be reported immediately and will be treated seriously in line with safeguarding obligations.

STEWARDSHIP OF BARKING GECKO ARTS' RESOURCES

All employees are expected to:

- use technical and physical resources properly, responsibly and for legitimate work purposes only;
- seek permission before using business property for personal purposes;
- use resources in a manner that causes no harm to the community or environment;
- strive to always obtain value for Barking Gecko Arts money spent and avoid waste and extravagance in the use resources;
- secure all property against theft or fraud, whether travelling or at home;
- maintain the integrity and security of all intellectual property;
- maintain the security, integrity and confidentiality of all relevant commercial and other information, and to utilise such information for the purposes of carrying out position duties, and not for financial or other benefit, or to take advantage of another person or organisation.

PROTECTION AND PROMOTION OF THE ORGANISATION

All employees are expected to:

- promote Barking Gecko Arts wherever possible in their professional dealings with others;
- refrain from representing themselves as spokesperson or acting for or on behalf of the Barking Gecko Arts unless authorised to do so (and when in doubt seek advice from the CEO);
- refrain from engaging in any activity that may compromise Barking Gecko Arts' integrity and reputation.

DEALING WITH CONFLICTS OF INTEREST

Commitment

Barking Gecko Arts is committed to ensuring that all actions and decisions at every level of the Organisation are informed, objective, and fair.

Types of Conflicts of Interest

A conflict of interest may be:

- **Real:** a direct conflict exists between an employee's duties and their personal or private interests.
- **Potential:** circumstances exist where a conflict may reasonably be expected to arise in the future, requiring early action to reduce risk.
- **Perceived:** a third party could reasonably believe that an employee's personal or private interests might improperly influence their decisions or actions, now or in the future.
- **Conflict of Duty:** arises when an individual is required to fulfil two or more roles that may,

potentially, or be perceived to be in conflict.

Examples of Potential Conflicts

Conflicts of interest may arise in situations such as:

- decisions involving close personal friends or family members, including recruitment, discipline, dismissal, allocation of services, or awarding of contracts;
- where an individual, or their close associates, stand to gain financially or otherwise from a decision;
- involvement with another organisation, or provision of services, that may reasonably be considered in competition with Barking Gecko Arts, including access to sensitive information, plans, or finances;
- existing obligations or allegiances to another person or organisation that require the individual to act in their interests or adopt a particular position.

Impact

A conflict of interest may influence the way an employee acts, the decisions they make, or how they vote on certain matters. Conflicts must be identified and managed to ensure personal or private interests do not affect the Organisation's services, activities, or decisions.

Employee Responsibilities

All employees are expected to:

- act in the best interests of Barking Gecko Arts at all times;
- act impartially and without prejudice;
- ensure their financial and other interests do not conflict, or appear to conflict, with their duties or advance their own interests over those of the Barking Gecko Arts;
- avoid any financial or personal interest that could compromise, directly or indirectly, the performance of their duties;
- take proactive steps to avoid or appropriately manage situations where a conflict may arise from relationships within or outside Barking Gecko Arts;
- notify the CEO, HR Consultant or the Chair of the Board, as appropriate, of any actual or potential conflict of interest;
- declare personal relationships when involved in decisions affecting another individual with whom they have such a relationship;
- not accept gifts or benefits that could improperly influence, or be seen to influence, a decision.

Management of Conflicts of Interest

Where a conflict of interest is declared or identified:

The conflict will be assessed by the CEO when appropriate.

Any conflict of interest disclosed to a manager or CEO member shall be held confidentially and may not be considered in any employment context other than the avoidance of conflicts of interest.

If a conflict of interest exists or there is a perception that a conflict exists, the employee may be asked to:

- contribute to the discussion but abstain from voting or taking part in a decision on the matter;
- observe but not take part in the discussion or decision making; or
- leave the meeting during discussion and decision on the matter.

Compliance and Breaches

Barking Gecko Arts treats breaches of this Code of Conduct seriously. All employees must comply with this Code of Conduct and report any breaches or concerns regarding a potential breach to the CEO, or the Chair of the Board where a breach concerns the CEO. This will also be referred to the

Barking Gecko Arts HR Consultant.

Employees whose conduct falls below the standards outlined in the Code of Conduct will be counselled accordingly and/or disciplined in accordance with procedures which may include termination of employment.

This Policy should be read in conjunction with other relevant policies including but not limited to:

- Bullying, Sexual Harassment & Discrimination Policy;
- Grievance & Appeal Policy;
- Child Safeguarding Policy.