

HOUSE OF SAND

CODE OF CONDUCT including WORKPLACE AND VOLUNTEER BULLYING AND SEXUAL HARRASSMENT POLICY

This Document:

- * Is an assertion of House of Sand's responsibilities to artists, employees and volunteers employed by or formally acting on behalf of House of Sand
- * Is an assertion of the responsibilities of artists, employees and volunteers while at work or otherwise acting formally on behalf of House of Sand
- * Applies to all artists, employees and volunteers employed by or formally acting on behalf of House of Sand
- * Underlies any necessary performance management conversations
- * Is used in training and referred to if disciplinary action or conciliation is required
- * is a guide to when House of Sand may be required to terminate an employee, contractor or volunteer relationship.

In This Document:

“You” refers to the artist, employee or volunteer signatory.

“We” or “Our” refers to House of Sand management & leadership.

PREAMBLE:

We seek only ever to work with artists who are uniformly respectful, professional and pure of intention. We believe that every artist we choose to work with fulfils and exceeds this baseline.

This being said, we recognise that issues can occur and it is our commitment to you to resolve any such issues in a timely and appropriate manner.

This code outlines attitudes and behaviours that are expected of you and equally, what you can expect of the people you interact with while associated with House of Sand.

Our Code of Conduct is important in reflecting the culture of our organisation and is intended to supplement your own common sense, integrity and standards.

House of Sand is committed to providing a safe and healthy workplace free from bullying and sexual harassment.

The Code applies whenever you are representing House of Sand including rehearsal, performances, House of Sand-related functions and industry events.

It is up to all of us to help ensure the highest standards of behaviour are maintained at all times.

GENERAL PRINCIPLES:

House of Sand is committed to maintaining an inclusive workplace that values the contributions of everyone and is respectful of difference.

Bullying, sexual harassment or discrimination in any form will not be tolerated. and this includes audience members and members of the public. During a public performance artists should use their discretion around whether the issue warrants an interruption.

Employees, contractors and volunteers are expected to:

- behave respectfully and without discrimination to any person with whom we associate as a company, including other members of the creative team, contractors, project partners and community members
- Act with integrity, honesty, care and diligence, and support and respect other people involved in the company
- Attendance at rehearsal and performances while affected by prior use of alcohol or other drugs is not permitted.
- Behave in a responsible and professional manner.
- * Treat others in the workplace with courtesy and respect.
- Listen and respond appropriately to the views and concerns of others
- Respect other people's cultures, values and beliefs (where these views do not conflict with the core values of safety and respect asserted herein.).

This policy applies to behaviours that occur online, including social media. Regarding behaviour online please use this code in conjunction with House of Sand's Social Media Policy.

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DEFINITIONS

WORKPLACE BULLYING

What is workplace bullying?

Bullying is a behaviour that causes harm, distress or fear. Bullying and harassment are about a person desiring power over another without concern for the consequences it may have. One type of bullying can be in the form of sexual harassment.

Workplace bullying is unreasonable behaviour directed towards a person or a group of persons that intimidates, dominates, overbears and alarms others often creating a risk to health and safety including mental health and safety.

Repeated behaviour refers to the persistent nature of the behaviour. It can refer to a range of different behaviours, exhibited over time.

Unreasonable behaviour is behaviour that a person - having considered the circumstances - *perceives* as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

What is not workplace bullying?

Single incidents of unreasonable behaviour may not be considered workplace bullying but can present a risk to health and safety and will also be addressed seriously.

Reasonable management action taken by managers or supervisors to direct and control the way work is carried out is not workplace bullying if the action is carried out

in a lawful and reasonable way, taking the particular circumstances into account.

SEXUAL HARASSMENT

What is sexual harassment?

Sexual harassment, like bullying is a behaviour that causes harm, distress or fear. Bullying and harassment are about a person desiring power over another without concern for the consequences it may have. It is also illegal.

Sexual harassment is defined as any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment doesn't have to be repeated or ongoing to be against the law.

Sexual Harassment can take various different forms and may include:

- Staring, leering or unwelcome physical touching
- Sexual or suggestive comments, jokes or taunts
- The display of clearly sexual material including photos and images
- Making remarks with sexual connotations
- Unwanted invitations to go out on dates
- Requests for sex or sexual favours
- Unsolicited demands or request for sexual favours
- Intrusive questions about a person's private life or body
- Unnecessary familiarity such as deliberately brushing up against a person
- Unsolicited acts of physical intimacy
- Sexually explicit physical contact
- Sexually explicit letters, faxes, emails or other digital messages including content on social media.

What is not sexual harassment?

Sexual Harassment is not sexual interaction, flirtation, attraction or friendship which is invited, mutual, consensual or reciprocated. In this situation, managers would not become involved in the issue. However, the behaviour may be inappropriate and may be offensive to other employees in the work environment.

Some sexual harassment, such as sexual assault, indecent exposure and stalking are also criminal offences and will be reported to the police.

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BREACHES OF CODE OF CONDUCT

In the case of a breach of this code:

What you should do:

It is the responsibility of all employees/contractors to notify their immediate supervisor or another appropriate party as soon as practicable if they suspect there has been a breach of the Code of Conduct.

Breaches of the Code of Conduct are taken seriously and failure to comply may result in disciplinary action.

Reporting procedures:

In the words of David Morrison, the standard you walk past is the standard you accept. We encourage you to report any behaviour that you feel does not comply with this Code of Conduct by reporting to the first person on the list below that you

feel comfortable speaking to:

1. Your immediate supervisor
2. Stage Manager
3. Workplace Welfare Officer
4. Either of the Co Artistic Directors

If you witness unreasonable behaviour you should bring the matter to the attention of one of these parties within House of Sand as a matter of urgency.

As of the April 19th 2018, the people to talk to regarding such issues are Charles Sanders, Eliza Sanders, Anna Cheney or your Stage Manager at the time.

If that is not possible for whatever reason, talk to a trusted member of the cast or crew. It is important that you have spoken to someone as a point of reference within 48 hours.

If you are not comfortable discussing the matter with any member of the company please talk to a trusted friend outside the company.

If you are a member of the MEAA, you may also raise any issues with them. However, we would strongly encourage you to follow the process above before going to an external organisation.

Most importantly, please tell someone. Very little can be done about behaviours of which no one is aware.

What House of Sand will do:

If workplace bullying or unreasonable behaviour is reported or observed we will take the following steps:

- We will treat reports of workplace bullying seriously.
- We will respond by commencing an investigation promptly, impartially and where possible confidentially.
- The responsible supervisor or manager will speak to the parties involved as soon as possible, gather information and seek a resolution to satisfactorily address the issue for all parties in a fair and timely manner.
- Any differences of perception and intent surrounding the behaviour will be discussed & respectfully addressed.
- If issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, House of Sand will engage and co-operate with a third party to discuss a way forward. Third parties may include, but are not limited to, the union, a partner organisation, or the law.

Following standard investigation protocols all parties will be given an opportunity to state their case and relevant information will be collected and considered before a decision is made.

- As far as is reasonably possible, all complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the complaint or in resolving it will have access to the information. This will be done in collaboration with the person making the complaint. You can also opt to have a support person to be with you at any meetings that may be required.
- There will be no disadvantage to the person making the report or helping to resolve it. However, complaints found to have been made maliciously or in bad faith may result in disciplinary action.

Consequences of breaching this policy:

Appropriate disciplinary action may be taken against a person who is found to have breached this policy. The action taken will depend on the nature and circumstance of each breach and could include:

- Request for a verbal or written apology.
- A verbal or written reprimand from House of Sand management.
- Dismissal of the person conducting the bullying behaviour.

If an investigation finds workplace bullying has not occurred or cannot be substantiated, House of Sand may still take appropriate preventative action to address any workplace issues leading to the bullying report.

It is important to acknowledge that the person who made the complaint should not be intentionally or unduly disadvantaged by the process.

AGREEMENT

I have read and agree to abide by the principles and expectations outlined in the Code of Conduct and Workplace Bullying Policy:

_____ print name
signed

_____ print name
witnessed