

# Louth Playgoers Society Limited



## Summary

### Policy Title

Code of Conduct Policy

### Purpose

To be clear how we expect volunteers and employees to conduct themselves.

### Policy Governance

The following table identifies who is accountable, responsible, informed or consulted with in regard to this policy.

- Responsible – the person(s) responsible for developing the policy
- Accountable – the person who has ultimate accountability and authority for the policy
- Consulted – the person(s) or groups to be consulted prior to final policy implementation or amendment
- Informed – the person(s) or groups to be informed after policy implementation or amendment.

<b>Responsible</b>	Chairman of the Board
<b>Accountable</b>	Theatre Manager
<b>Consulted</b>	Board
<b>Informed</b>	All employees and Volunteers

## Overview

This code covers guidance of what we expect from you and how you should conduct yourself. It will help to maintain professional standards and to enhance the reputation of our company and the theatre. We expect you to truly reflect the positive ethos of our theatre by being polite, respectful, having a positive attitude and treating everyone with dignity. We want everyone to be ambassadors for Louth Playgoers Society Ltd. and by doing so this will help us develop and expand.

We have not covered every eventuality and all we ask is that you apply common sense. The golden rule is if in doubt ask. You need to be mindful of certain situations to ensure you do not compromise yourself or the company/theatre. The following is offered to guide you in these situations.

**Standards of behaviour** Particular attention should be made not to offend others by the use of conduct and/or behaviour that may, in some circumstances, be seen as inappropriate or discriminatory.

**Dealing with confidential information**

Information that is confidential, politically and/or commercially sensitive, or is personal information protected by the relevant Data Protection Acts, must not be divulged to a third party nor should it be used for personal gain, perceived or actual. You must respect intellectual property rights.

**Criminal charges**

You must inform your Departmental manager if you are facing criminal charges. The only exception would be minor driving offence if your job does not require the use of a car.

**Alcohol / drugs**

Alcohol consumption is not permitted while at work or volunteering. You must not take, distribute or sell drugs in the Riverhead Theatre.

**Anti-Fraud & Anti-Corruption**

We will deal with any allegation of fraud / corruption very seriously and take disciplinary action (and potentially civil action) against those who do this.

**Health**

You have a duty to take reasonable care of your own health and safety, including following any medical advice given to you by a health professional.

**Standards of dress**

We do have a formal dress code and ask that everyone dresses appropriate to their role within the Society as detailed by the Departmental managers.

**Using company or theatre resources/computer equipment**

These must not be used for personal use.

**Harassment**

Intimidation, bullying, harassment, or victimisation by, or against, anyone will not be tolerated.