

Code of Conduct Policy

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Review Date: 3/6/2021

Our **Code of Conduct company policy** outlines our expectations regarding members' behaviour towards their colleagues, supervisors and overall organization.

We promote freedom of expression and open communication. But we expect all members to follow our code of conduct. They should avoid intentionally offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

Scope

This policy applies to all our members regardless of employment agreement or rank.

Policy elements

What are the components of a Code of Conduct Policy?

Company members are bound by their contract to follow our Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with law

All members must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect members to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the Company Workplace

All members should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimization. Members should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

All Members should treat our company's property, whether material or intangible, with respect and care.

Members:

- Shouldn't misuse company equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Members should use them only to complete their job duties.

Members should protect company facilities and other material property from damage and vandalism, whenever possible.

Professionalism

All members must show integrity and professionalism in the workplace:

This document was developed utilising and adapting content from:

<https://resources.workable.com/employee-code-of-conduct-company-policy>

Personal appearance

All members must dress appropriately for the task they are undertaking. When required, safety clothing such as safety goggles, gloves or close toed shoes must be worn.

Corruption

We prohibit bribery for the benefit of any external or internal party.

Job duties and authority

All members should fulfil their job duties with integrity and respect toward customers, patrons and the community. Supervisors and the committee mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

Absenteeism and tardiness

Members should follow their schedules. In the instance that a member will be late or absent at a company run event, they must inform the person in charge of that event to the best of their ability.

Conflict of interest

We expect members to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

Collaboration

Members should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Communication

All members must be open for communication with other members, production team members or committee.

Policies

All members should read and follow our company policies. If they have any questions, they should ask their directors, Producers or the Vice President (Equity and Access Officer)

Disciplinary actions

Our company may have to take disciplinary action against members who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.