

# TEDDINGTON THEATRE CLUB LIMITED

## CODE OF CONDUCT POLICY

---

### 1 General Statement

The Board and Trustees of Teddington Theatre Club (TTC) want all users of the Hampton Hill Theatre (HHT) to enjoy an environment which encourages respectful, considerate, dignified and non-sexualised working relationships. This Code sets out our expectations of conduct which we believe will allow everyone to gain the most from their experience and further the values contained in the Equal Opportunities Policy.

We expect all users to treat others with dignity and respect and embrace the values listed below:

- Be **Welcoming** to all and particularly newcomers
- Be **Positive** by looking to have fun and create enjoyment
- Be **Inclusive** welcoming people from diverse backgrounds and being sensitive to the needs of different communities
- Be **Ethical** being respectful of others and thinking through the consequences of our behaviour
- Be **Environmentally Responsible** promoting actions which are sustainable and which benefit the environment

TTC opposes harassment and bullying in any form and will act to ensure this policy is respected.

### 2 Definitions

2.1 **Harassment/Bullying:** behaviour that is offensive, intimidating, humiliating or hostile which interferes with an individual's work, which causes stress, anxiety, fear or sickness on the part of the harassed person. Bullying is behaviour by an individual or group that is intended to hurt an individual either physically or emotionally. Types of harassment can be based on age, sex, race, disability, sexual orientation, gender re-assignment, ethnic or national origins, religion or belief, sexual nature. It would include unreciprocated and unwelcome comments, looks, actions, jokes, sneers, suggestions or physical contact that are found objectionable or offensive.

2.2 **Cyber-bullying** is a method where the perpetrator(s) uses technology as a means of conducting the bullying. They can make use of e-mail, mobile phone and text messaging, digital photography, instant messaging, personal websites, chatrooms, blogs and social networking sites. It may include threats and intimidation, vilification and defamation and attempts at exclusion or peer rejection.

2.3 **Sexual Harassment:** any unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of individuals which can

# TEDDINGTON THEATRE CLUB LIMITED

## CODE OF CONDUCT POLICY

---

include unwelcome physical, verbal or non-verbal conduct whereby the behaviour is inappropriate, offensive or distressing for the recipient and as such, creates an intimidating, hostile, humiliating or sexualised working environment for the recipient.

**2.3 Breach of Privacy.** Personal data is provided to members to enable them to communicate for the purposes of TTC and HHT. It is not acceptable to use this information for purposes outside of TTC and HHT and the General Data Protection Regulations must be applied. This includes issues relating to photographs.

**2.4 Breach of Safeguarding.** TTC has a policy for the safeguarding of children and it is essential that all members and users of HHT apply and respect its provisions.

**2.5 Breach of Health and Safety.** The Board and Trustees of TTC treats health and safety as a top priority, so as to ensure that HHT is a safe environment for all who work, perform and visit our building. Users of HHT are required to do everything they possibly can to keep themselves and others around them safe from harm. Health and safety policies and related information are posted in different locations around the theatre and users of our facility are expected to make themselves familiar with them and comply with them at all times.

### **3 Grievance Procedure**

If any member of TTC or user of Hampton Hill Theatre thinks they have been discriminated against or treated in any way inconsistent with this policy they should try to raise it directly with the individual concerned, if they feel comfortable to do so.

If personal contact is not appropriate they can refer to The Teddington Theatre Club Ltd grievance procedure. Users will have their concerns treated confidentially and sensitively. The Grievance Procedure is available in the members document directory or from the Company Secretary [tcsecretary@teddingtontheatreclub.org.uk](mailto:tcsecretary@teddingtontheatreclub.org.uk) .