ABBEY THEATRE TRUST (ST ALBANS) LTD
Code of Conduct

Scope
This Code of Conduct applies to The Abbey Theatre Trust (St Albans) Ltd, including its resident theatre companies: the Company of Ten, the Company of Teens, St Albans Youth Music Theatre ("SAYMT") and any other theatrical companies established from time to time. These are collectively referred to as "ATT".

This policy applies to all members and anyone working on behalf of ATT, including the Theatre Manager and the Board of Trustees/Management Committee. It sets out the fundamental principles for how we work together: the guidelines and expectations against which we can all be held accountable, and the steps to be taken if things go wrong.

Purpose
We want ATT to be a place everyone enjoys coming to a great place to work and spend their time, to make and experience theatre, and where everyone is welcomed and free from discrimination.

We work with people from different backgrounds and perspectives, often tackling difficult and emotional subjects. The spaces in which we work are broad, including administration, rehearsals, technical work, customer service, community contexts and more. Work often takes place outside traditional working hours, sometimes under considerable pressure.

For these reasons, we need clear commitments and expectations for our conduct, supported by systems that help us protect one another. Our behaviour, both individual and collective, is critical to succeeding in our mission.

Our Values
At ATT, our values guide how we work and interact with one another to create a vibrant, inclusive and respectful community.

We are a welcoming, creative theatre based in St Albans. We aim to provide a fun, active environment that supports the best of local theatre and presents great entertainment. In addition to our theatre, we run a members' bar for socialising and relaxing, which is open to guests attending a show or visiting on other theatre business.

Members are encouraged to participate in a range of voluntary activities that support the running of the theatre, including bar shifts, front of house, backstage work, wardrobe, publicity and design, among others.

We believe that together:

We Welcome
We create a welcoming environment where everyone feels a sense of belonging and community. We are kind, caring, appreciative, and considerate.

We Inspire
We encourage, support and seek to improve. We strive to create inspiring and fulfilling experiences for everyone. We seek to learn from and with one another, and to provide opportunities for the local community.

We Create
We are creative and innovative, thinking differently about how we work and respond to challenges.

To support the smooth and friendly running of our theatre, we have agreed expected standards of behaviour, both orally and in writing, including in relation to the use of social media.

This Code of Conduct embodies our values and outlines the standards of behaviour expected of all members of the ATT. It also explains what behaviour is unacceptable. The procedure for addressing concerns can be found in our **Problem Solving Procedure**.

We expect all members to embody our values and adhere to this Code of Conduct, which outlines acceptable behaviour and what could lead to disciplinary action.

All members and employees of ATT have a **right to**:

- Be treated with respect and courtesy.
- Be spoken to politely.
- Have their point of view listened to and considered.
- Be safe (especially children and vulnerable adults).
- Have their private life respected.
- Expect not to be harassed, intimidated or discriminated against on any ground.
- Speak out if they are the subject of inappropriate behaviour, including bullying, harassment or intimidation, and have their complaint taken seriously and properly investigated by the Management Committee/Board of Trustees.

ATT **expects** all members and employees to:

- Treat others with fairness, kindness, courtesy, respect and sensitivity.
- Honour all commitments made to ATT and communicate promptly if circumstances change.
- Express their point of view without being aggressive or overbearing.
- Consider others and respect their points of view and perspectives, regardless of their experience or length of membership.
- Try to find solutions and work through disagreements constructively.

- Ensure their behaviour does not reflect negatively on ATT or bring its reputation into disrepute.
- Not to harass, intimidate, discriminate against others, or put pressure on others to discriminate. Casting for a particular characteristic, such as race, age or sex, will not be deemed discriminatory where it is a genuine occupational requirement in line with the Equality Act 2010, Schedule 9, Part 1.
- Report to the Management Committee/Board of Trustees or Designated Safeguarding Officers if they witness, or are made aware of, any improper conduct, including harassment or discrimination on any ground, or any safeguarding concern.
- Maintain the theatre's appearance by keeping it clean, tidy, and professional.
- Work together to create an inclusive and innovative space that reflects our values of inspiration and creativity.

The Board of Trustees/Management Committee **commits to:**

- Taking accountability for upholding this Code of Conduct by modelling best practice in our own behaviours and setting consistent, high expectations for all members.
- Taking all concerns seriously, maintaining a clear process to resolve issues quickly and effectively, and supporting anyone who raises complaints or challenges behaviour without fear of future consequences.
- Maintaining current Equality and Diversity Policies, grievance procedures and other relevant policies.

Equal Treatment and Inclusion
We are committed to ensuring that all members receive equal treatment regardless of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Casting Decisions: All casting decisions are made without discrimination, except where a genuine artistic or occupational requirement exists.

Discrimination: We oppose both direct and indirect discrimination.

- *Direct Discrimination*: Treating someone less favourably because of one or more of the above characteristics.

- *Indirect Discrimination*: Policies or practices that inadvertently disadvantage a group sharing one or more protected characteristics.

Reasonable Adjustments: If you consider yourself disabled under the Equality Act 2010 and this affects your ability to participate, please speak to a Board member. We will explore reasonable adjustments to enable your involvement.

Harassment and Bullying
ATT does not tolerate harassment or bullying. Harassment includes any unwanted conduct that violates a person's dignity or creates an intimidating, hostile, unsafe, degrading or offensive environment.

Examples of harassment include (but are not limited to):

- **Physical Conduct**: Unwanted touching, physical threats or coercion.
- **Verbal Conduct**: Insults, derogatory nicknames, abusive language or unwelcome advances.
- **Non-Verbal Conduct**: Displaying or sharing pornographic, suggestive or offensive materials, except where directly connected with a production for legitimate artistic purposes, as well as offensive gestures or other inappropriate objects or written material.
- **Bullying**: Offensive, intimidating, humiliating, or demeaning behaviour intended to undermine or distress an individual.

Intent does not excuse harassment or bullying; the impact on the individual is what matters.

The ATT is in the process of creating a separate harassment and bullying policy and procedure.

Complaints Procedure
If you believe you have been the victim of discrimination, victimisation, harassment or bullying, or have witnessed behaviour that breaches this Code of Conduct, you are encouraged to report it by following the ATT's **Problem Solving Policy**.

The Board of Trustees/Management Committee will investigate any complaints received. We will endeavour to work with members to resolve issues and reserve the right to remove members from specific tasks, or to rescind membership, where standards of behaviour have been significantly breached.

This Code of Conduct is a living document, reviewed regularly to ensure alignment with current legislation and best practices.