 **Respecting Others Policy**

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| Overview |

The Murray Music & Drama Club Inc (The Club) is a community-based theatre group that has been operating in Pinjarra since 1969. The operations and finances of The Club are coordinated by an elected team of volunteers working together as a Management Committee which is supported by many other volunteers assisting us to maintain our reputation for professionalism and inclusivity in the world of community theatre in the Peel region.

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| Purpose |

The Club acknowledges that our members are entitled to operate in our club in a safe and respectful environment free of discrimination, bullying and harassment, sexual or otherwise. Often, unacceptable behaviour goes unreported. This may typically be because of a fear of recrimination or a belief that no action will be taken.

The Club urges all people affected to speak out so that any issues may be dealt with at the earliest possible stage. Only through early identification of potential issues can preventive measures be put in place to mitigate the risk of more serious issues.

The Club is committed to taking all reports of unacceptable behaviour seriously, treating them confidentially (unless otherwise agreed) and, most importantly, taking appropriate action to stop any unacceptable behaviour from being repeated.

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| Policy Statement |

Everyone associated with The Club is considered responsible for ensuring that they behave appropriately at all times and for reporting unacceptable behaviour, whether experienced personally or witnessed.

This policy applies to everyone in The Club environs, which includes (but is not limited to) committee members, production cast and crew as well as Front of House volunteers, people auditioning for roles, parents/guardians of minors, contractors; at Club related social functions (such as opening nights, after parties); rehearsals; onsite or offsite promotional activities and use of social media and other electronic communication (e.g. Facebook/Text messages).

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| Standards |

The Club’s Respecting Others policy aims to create and maintain a respectful environment in which everybody feels safe, both physically and emotionally, which means that everyone is treated with dignity, courtesy and respect. Any form of discrimination, bullying, harassment and abuse of power will not be tolerated.

The Club will:

* Ensure this policy is clearly communicated and understood
* Encourage leaders to lead by example
* Ensure appropriate standards of conduct are fostered and promoted
* Encourage members to always demonstrate appropriate standards of behaviour
* Treat every issue seriously, professionally, with appropriate urgency and in alignment with this and any other club related policies and procedures;
* Help complainants to resolve issues informally where appropriate
* Guide complainants in how to raise a formal grievance if it is their wish to do so
* Use their best endeavours to prevent members who raise an issue or make a complaint from being victimised and taking steps to address the issue should this occur
* Ensure that all impacted parties are aware of the support available with regard to any issues which may arise that compromise a safe and respectful workplace

All incidents of unacceptable behaviour will be confronted as soon as it is noticed by or reported to any committee member. Reports of unacceptable behaviour will be dealt with sensitively, fairly and with appropriate urgency. Furthermore, any behaviour which is found to be unacceptable will result in appropriate disciplinary action, up to and including membership cancellation.

**Discrimination**

Discrimination is treating or proposing to treat someone unfavourably because of a personal characteristic protected by law such as sex, age, race or disability. Direct discriminationis usually easy to identify and occurs when a person or group of people with a particular protected characteristic (actual or assumed) are treated less favourably because of that characteristic.

It is unlawful to discriminate against someone because of a protected personal characteristic. Protected personal characteristics under federal discrimination law include, but are not limited to: a disability, disease or injury including a work-related injury; parental status or status as a Carer; race, colour, descent, national origin or ethnic background; age; gender and gender identity; sexual orientation; religion; pregnancy and breastfeeding; marital status; political opinion.

It is also against the law to treat someone unfavourably because you assume they have a protected personal characteristic or may have it at some time in the future.

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| Accessibility of Policy |

An extract of this policy is accessible on The Club’s website ([www.mmdc.com.au](http://www.mmdc.com.au)) and the full document is available on request by [contacting us](http://www.mmdc.com.au/contact)