



Bedford Drama Company Code of Conduct

Bedford Drama Company is a community based amateur drama company run by volunteers. As a registered charity, we are dedicated to fostering a welcoming, inclusive, and respectful environment for all members. This Code of Conduct outlines the standards of behaviour expected from all members to ensure a positive experience for everyone involved.

1. Respect and Inclusion

- 1.1. Treat all members, volunteers, and patrons with respect, kindness, and dignity.
- 1.2. Maintain appropriate physical and emotional boundaries at all times, avoiding situations that could be misinterpreted or deemed inappropriate.
- 1.3. Embrace diversity and inclusion, showing respect for different backgrounds, abilities, and perspectives.
- 1.4. Any form of discrimination, harassment, or bullying will not be tolerated. This includes verbal, physical, and emotional abuse. Any concerns or suspicions of abuse and neglect must be reported promptly in accordance with the company's safeguarding policy.

2. Professionalism and Conduct

- 2.1. Maintain a positive attitude and cooperate with others to achieve the company's objectives.
- 2.2. Arrive on time for rehearsals, meetings, and performances. If unable to attend, inform the relevant person as soon as possible.
- 2.3. Follow the direction of directors, producers, and committee members during rehearsals and performances.
- 2.4. Take care of the company's property and facilities, ensuring they are used responsibly and left in good condition.
- 2.5. Refrain from using inappropriate language or behaviour that may disrupt rehearsals, performances, or group activities.

3. Commitment and Participation

- 3.1. Fulfil any roles or responsibilities assigned during rehearsals, performances, and other group activities.
- 3.2. When participating in a production, attend rehearsals regularly and be prepared to contribute fully to the group's efforts.

4. Health and Safety

- 4.1. Follow all health and safety guidelines provided by the company, including during rehearsals, performances, and events.
- 4.2. Report any health and safety concerns or incidents to a committee member immediately.
- 4.3. Ensure that all activities are conducted in a safe and responsible manner.

5. Confidentiality and Privacy

- 5.1. Respect the privacy and confidentiality of all members and volunteers, and do not share the personal information of any member without their consent.
- 5.2. Use members' contact information in accordance with the company's privacy policy.

6. Conflict Resolution

- 6.1. Address any conflicts or disagreements in a constructive and respectful manner.
- 6.2. If unable to resolve a conflict, seek assistance from a committee member or designated mediator.

7. Representation

- 7.1. Represent the Company positively in all public interactions, including social media and external communications.
- 7.2. Avoid making statements or taking actions that could harm the reputation of the company.

8. Compliance

- 8.1. Adhere to the company's Constitution, Terms and Conditions, and any other policies or guidelines established by the committee.
- 8.2. Acknowledge and accept that failure to comply with this Code of Conduct may result in termination of membership.
- 8.3 The company will always follow its safeguarding policy and procedure where concerns about the behaviour of an individual are reported.

9. Feedback and Improvement

- 9.1. Provide constructive feedback to help improve the company's activities and operations.
- 9.2. Participate in feedback surveys and attend meetings to contribute to the company's development.

By adhering to this Code of Conduct, all members can help ensure a positive, supportive, and enjoyable environment for everyone involved in Bedford Drama Company.

For any questions or further information regarding this Code of Conduct, please contact chair@bedforddramacompany.org.uk

