# Member Code of Conduct

This Code of Conduct sets out the standards of behaviour expected of all members, volunteers, trustees and production teams. It applies to all Society activities and communications.

## 1. Purpose

The Society seeks to provide a safe and welcoming environment. Everyone has a role in creating a culture that is positive and respectful.

Members are expected not only to avoid behaviour that causes harm, but actively to contribute to a culture of encouragement, kindness and mutual support.

## 2. Our Expectations

### Be Respectful

- Treat everyone with courtesy and consideration.
- Actively welcome, encourage and include others, particularly new members.
- Celebrate the success and achievements of fellow members.
- Offer support where others may be struggling with lines, music, choreography or confidence.
- Contribute to a culture in which people feel valued, respected and able to participate fully.
- Avoid behaviour that excludes, discourages or undermines others.

### Be Prepared

- Arrive punctually and ready to participate.
- Notify appropriate leaders if unable to attend.
- Learn lines, music and choreography by agreed deadlines.
- Respect the time and effort of volunteers and production teams.

### Be Safe

- Follow Society policies and reasonable instructions.
- Raise concerns where someone may be at risk of harm.
- Help create an environment where people feel safe speaking up.

## 3. Rehearsals and Performances

- Respect rehearsal schedules and production deadlines.
- Accept casting and production decisions respectfully.
- Follow direction from the production team.
- Support fellow cast and crew members.
- Contribute positively to rehearsals by encouraging others and maintaining a constructive attitude.
- Raise concerns through appropriate channels rather than gossip, speculation or public criticism.

Productions are most successful when members support one another. Everyone is encouraged to recognise the efforts and contributions of others, both on and off stage.

Differences of opinion are natural, but members should approach disagreements with goodwill, respect and a shared commitment to the success of the production and the Society.

## 4. Respect and Inclusion

Bullying, harassment, intimidation, victimisation, discrimination and unwanted behaviour are not acceptable in person or online.

## 5. Safeguarding Responsibilities

- Familiarise yourself with the Safeguarding Policy.
- Report safeguarding concerns promptly to the DSL or a Trustee.
- Respect professional boundaries and confidentiality.
- Never retaliate against someone raising a concern in good faith.

## 6. Online Conduct and Communications

The same standards of respect apply in WhatsApp groups, email, social media and other communications.

## 7. Social Events and Alcohol

Members should behave responsibly and look after the welfare of fellow members.

## 8. Raising Concerns and Breaches

Concerns about breaches of this Code may be raised with a Trustee. Safeguarding concerns should be reported to the Designated Safeguarding Lead (DSL) or a Trustee.

Alleged breaches may be considered under the Complaints Policy, Safeguarding Policy, Constitution or other relevant procedures, as appropriate.

## 9. Member Commitment

- I will treat others with respect and consideration.
- I will contribute positively to the atmosphere and culture of the Society.
- I will encourage and support others wherever possible.
- I will behave responsibly and help keep others safe.
- I will follow safeguarding requirements.
- I will help make Ipswich Gilbert & Sullivan Society a welcoming, supportive and enjoyable place for everyone.