

Summary

The purpose of the Queensland Ballet Code of Conduct is to outline the expectations of appropriate conduct that apply to Queensland Ballet Employees and Queensland Ballet Academy Employees

At Queensland Ballet we are proud of our company and our people. Everything we do reflects on us as individuals, as peers and as members of Queensland Ballet. All employees are responsible for promoting a safe, respectful, inclusive and flexible workplace environment. We are all responsible for our actions.

The code of conduct describes how we conduct ourselves in the performance of duties when representing Queensland Ballet and when attending work-related social events. The code of conduct acknowledges that Ballet is a unique art form and Queensland Ballet commits to ensuring that physical contact is at all times appropriate – please refer to Guidelines for Physical Contact for further information.

The code of conduct is consistent with Queensland Ballet's vision of **creating magic and enriching lives** and supports the 5 Principles of commitment by establishing and mandating appropriate expectations to support all employees in the delivery of Queensland Ballet's strategy and operations.

All employees of Queensland Ballet play an essential role in embodying and protecting the Queensland Ballet Brand and reputation. The behaviour and conduct of our people are integral to Queensland Ballet's overall success.

Application

This Code of Conduct outlines expected standards of behaviour for all employees at Queensland Ballet and Queensland Ballet Academy, and compliance with the Code of Conduct is mandatory.

This Code of Conduct recognises that we can all demonstrate ethical and professional behaviour characterised by integrity and commitment. It is intended to provide employees with a practical guide as to what you should do in certain situations, how you should act, and the standards of personal and professional behaviour that we expect from all of our people when dealing with each other, with our customers, our sponsors and other external stakeholders.

This Code of Conduct applies to all employees while:

- At work – such as rehearsals, performances, production tours;
- At work-related functions – such as Christmas parties, after parties, conferences; and
- Outside of work where there is a connection to the workplace – including social media, on email, text messaging, instant chat or messaging apps etc., where any of our people interact with each other, our customers, our sponsors or with other external stakeholders.

Queensland Ballet's Board, Executive and Senior Leadership Team support and actively promote this Code of Conduct.

It is the responsibility of all Queensland Ballet employees to ensure they complete all compliance training relevant to their role and keep themselves up to date with all of Queensland Ballet policies and procedures to ensure that they can uphold the standards detailed within this Code of Conduct.

A breach of this Code of Conduct will lead to disciplinary action, which may result in termination of your contract with Queensland Ballet, and/or, if the breach is of a criminal nature, may also be reported to the police.

Definitions

For the purposes of this Code of Conduct the term **employee**, refers to all full-time, part-time and casual staff, board members, volunteers, contractors and sub-contractors, consultants, directors, officers, students and interns (referred to as **employee/s, you or our people**).

Our Vision

With bold intentions to be unconstrained we as employees of Queensland Ballet will seek to **create magic and enrich lives** by delivering across four core pillars: Artistic, Academy, Arts for All and Cultural Spaces.

Our Principles of Commitment

Our people are influenced by five principles of commitment so that all that we do and all that we are will remain true to the four core pillars:

1. World class in all that we do	We will connect with international best-practices to inspire impactful excellence on stage, in studio, in business and in community.
2. Creative in every endeavour	We will nurture our artform, artists, students and arts workers by remaining nimble and open to possibilities.
3. Queensland in our hearts	We will celebrate our growing state and share its developments and spirit on the world stage
4. Wellness across society	We will research , develop and deliver initiatives that positively impact all dimensions of wellbeing; <i>social, cultural, emotional, physical, environmental and intellectual</i> .
5. Sustainable practice	We will build a resilient ‘business of ballet’ that anchors all of ballet’s potential in longevity and legacy.

Our Philosophy

Our Code of Conduct is based around 3 key principles:

- Ethical and Professional Conduct:** ensure you always adhere to ethical and professional obligations, treating yourself and others with respect and dignity.
- SafeQB:** take responsibility for your own safety, as well as that of others.
- Sustainability:** be a steward for the Sustainability of Queensland Ballet, acting always to protect and enhance Queensland Ballet’s core operations and reputation in the community.

Our people are required to adhere to and comply with these 3 key principles in all their activities and dealings.

1. Ethical & Professional Conduct

Our people commit to the highest ethical standards and professional conduct and always abide by all legislation in relation to harassment, discrimination, sexual harassment, workplace bullying and child safety.

Our people commit to providing a safe, respectful, inclusive and flexible workplace environment that is free from discrimination, harassment, sexual harassment and bullying.

Our people do not tolerate or condone any form of discrimination, harassment, sexual harassment or bullying in the workplace.

Our people will report activity that contravenes state and Australian Law and must declare instances of or knowledge of criminal charges and convictions, whether personal or about another Employee.

Our people will:

- Always act honestly and with integrity and to the highest standards of personal and professional ethical behaviour and always consider: *'Is this the right thing to do?'*;
- Deal professionally, honestly and fairly with, and be courteous and respectful to, all of our people, our customers and our sponsors;
- Act in the best interests of Queensland Ballet at all times while employed or engaged by Queensland Ballet, and in a manner, which upholds our brand and reputation;
- Comply with all laws and regulations, and not knowingly participate in any illegal or unethical activity; and
- Only deal with business partners and sponsors who demonstrate ethical and responsible business practices consistent with this Code of Conduct.

2. SafeQB

Our Code of Conduct and Our policies and procedures support a SafeQB across all areas and aspects of the Company, to ensure the safety and wellbeing of our people at all times.

Our people will create and support a safe work environment that aligns with Queensland Ballet's commitment as an equal opportunity employer, and which does not tolerate or encourage discrimination, bullying, harassment, victimisation, is respectful of the human rights of others, and is in accordance with our philosophies and policies (including, without limitation, our Workplace Discrimination, Harassment, Sexual Harassment and Bullying Policy, Equal Employment Opportunity Policy and Child Safe Policy).

Our people will promote a safe, well, respectful, inclusive and flexible workplace environment by:

- Treating all employees and audiences/patrons/customers with dignity, courtesy and respect;
- Respecting cultural, ethnic, religious, gender and sexual orientation differences;
- Behaving in a professional, fair and courteous manner at all times;
- Promptly reporting any breaches of this Code of Conduct, whether it is against you or another person, to your relevant manager or Contact Person – e.g. Head of, Director or Human Resources;
- Maintaining confidentiality when complaints are made and/or under investigation; and
- Abiding by all applicable laws and regulations, including Queensland Ballet's Harassment, Discrimination, Sexual Harassment and Workplace Bullying policy.

Our people will maintain a fitness for duty to ensure a safe and healthy workplace so that the wellness of ourselves and those we have professional relations with is prioritised.

Our people will actively participate in performance management, training, development opportunities and associated policies and processes to ensure Queensland Ballet remains innovative with a creative workforce and a commitment to continuous improvement.

Our people are responsible for the safety of Children at all times. Queensland Ballet has a zero-tolerance policy on child abuse. All employees are responsible for adhering to the requirements of QB's Child Safe Policy and have an obligation to ensure child safety and immediately report any concerns, in line with duty of care obligations.

Our people are responsible for the promoting the safety and wellbeing of children by complying with the following:

- Adhere to our child safe policies and procedures;
- Take all reasonable steps to protect children from the risk of abuse and neglect including:
 - *Physical abuse*: purposefully injuring or threatening to injure a child
 - *Emotional abuse*: an attack on a child's self-esteem e.g. through bullying, threatening, ridiculing, intimidating or isolating the child
 - *Sexual abuse*: any sexual act or sexual threat imposed upon a child
 - *Neglect*: harming a child by failing to provide basic physical or emotional necessities.
- Treat all children with dignity, equality and respect;
- Listen to and value the ideas and opinions of children;
- Act as a positive role model in your conduct with children;
- develop positive relationships with children and parents (including carers and legal guardians) based on mutual trust and open communication;
- Be professional in your actions through your use of language, presentation and manner;
- Respect the privacy of children and parents (including carers and legal guardians), and only disclose information to people who have a need to know;
- Be aware of risks with communication and behaviour between employees and children (including online and mobile);
- Be aware of risks with communication and behaviour between children (including online and mobile);
- Aim to ensure children understand they are valued members of the production, program, audience or other experience;
- Acknowledge the uniqueness and potential of all children, in recognition that enjoying their childhood without undue pressure is important;
- If by chance any children are found unsupervised, direct and accompany children to their supervisor or relevant management immediately; and
- Report any breaches of these standards of behaviour to the Child Safety Officer or relevant management promptly.

Our people will at all times, treat all complaints or incidences of reporting seriously, including the obligation to report suspected wrongdoing, such as conduct not consistent with Queensland Ballet's Code of Conduct, Employee Handbook, policies and procedures.

Our people will ensure familiarity with and compliance with all of Queensland Ballet's policies, undertake all required compliance training and always ask for further guidance if unsure about anything required relating to conduct, behaviour or responsibilities.

3. Sustainability

The following principles support our people to be stewards for the sustainability of Queensland Ballet, acting always to protect and enhance Queensland Ballet's core operations and reputation in the community.

Our People:

- Commit to honest, fair, courteous and respectful engagement in all internal and external relations to ensure professionalism is maintained, equitable and consistent decision-making is enacted, and that resources are utilised efficiently and economically;
- Will not make any comment on Queensland Ballet's behalf on any issue to any area of the media without the consent of the Executive Director;
- Will never hold themselves out as a representative of Queensland Ballet when conducting personal business dealings;
- Will maintain the confidentiality of information they have access to due to roles and/or activities undertaken and will treat all official information with care and use it only for Queensland Ballet business;
- Unless expressly authorised by Queensland Ballet, will never place orders for goods or services in Queensland Ballet's name or prepare legal or binding documents for customers or others, except in the course of their normal duties;
- Will disclose all conflicts of interest/potential conflicts of interest, in line with [QB's Conflict of Interest Policy](#) including personal interests, which could now or in the future be seen as influencing the performance of their duties. This includes the purchasing of goods or services from vendors owned or controlled by relatives of the Employee;
- Not enter into any arrangement or engage in any personal or financial activity that would conflict with your role, the best interests of Queensland Ballet or that would be likely to negatively impact the brand or reputation of Queensland Ballet;
- Not take advantage of your position or any information about Queensland Ballet or any of its customers or sponsors for your own personal gain, the gain of another person, or to cause harm to Queensland Ballet; and
- Will not accept money or any other form of commission for a transaction relating to Queensland Ballet. If money is received, it must be returned, and the Executive Director advised; and
- Will declare all gifts (over the retail value of \$200) received in the course of Queensland Ballet's business to the Executive Director, and discretion will be used in its distribution (this includes food, wine, invitations to events, etc).

Standards of Behaviour:

Queensland Ballet employees **must not**:

- Abuse or threaten to abuse (verbally, physically or in writing) another person;
- Physically or sexually assault another person;
- Discriminate against or treat someone less favourably because of their race, sex, age, sexual orientation, disability or other personal characteristics;
- Intimidate, threaten or harass another person;
- Sexually harass another person with unwanted, unwelcome or uninvited behaviour;
- Bully, isolate or humiliate another person;
- Victimise, unjustly treat or threaten someone because they have raised a complaint or are a witness in an investigation; or
- Behave improperly or unethically.

With regard to children, Queensland Ballet Employees **must not**:

- Discriminate against any child because of age, gender (including transgender status), cultural background, religion, vulnerability, disability or sexuality;
- Engage in behaviour that is intended to shame, humiliate, oppress, belittle or degrade children;
- Engage in any activity with a child that is likely to physically or emotionally harm them;
- Take photos or video of children without the explicit permission of the child (if 15 years of age or older) and their parent, carer or legal guardian, and relevant management;
- Share personal information or photos of children on social media without the informed consent of the child (if 15 years of age or older) and parent, carer or legal guardian, and relevant management;
- Work with children while under the influence of alcohol or illicit drugs;
- Ignore or disregard any concerns, suspicions, or disclosures of child abuse;
- Show overly familiar physical affection towards children or any unnecessary physical contact with children;
- Marginalise or exclude specific children;
- Show favouritism towards specific children such as the offering of gifts, special thanks, special treatment or inappropriate attention;
- Subject children to any form of physical punishment, social isolation, immobilisation or any other conduct likely to humiliate or frighten children;
- Enter children's dressing rooms (unless they are a designated supervisor, or approved to do so by a supervisor or relevant management);
- Allow children to enter an adult's dressing room or crew areas, unless accompanied by their supervisor and approval has been granted by those in the dressing room;
- Close doors in rooms where children are present, unless children need privacy to dress;
- Allow children to (un)dress with others around (dressing should take place in private);
- Do things of a personal nature for children that they are able to do for themselves, such as assisting with going to the toilet or dressing;
- Gossip in the presence of children;
- Distress a child for the purpose of eliciting a dramatic reaction;
- Develop any 'special' relationships with children outside of the professional relationship or arrange contact with children outside of work obligations; or
- Have unauthorised contact with children online or by phone.

All complaints or reports of conduct not keeping with this Code will be pursued in accordance with the organisation's Complaints and Reporting Procedure, including means to take disciplinary action if necessary.

What happens if you breach this Code of Conduct

Queensland Ballet attaches great importance to this Code of Conduct and takes compliance with and enforcement of our legal, ethical and social responsibilities seriously. We require that all our people comply with this Code of Conduct (as may be amended from time to time) at all times in connection with their employment or engagement by Queensland Ballet.

Our people will immediately notify a Director, Head of Department or Human Resources, if they believe anyone is not acting in accordance with this Code of Conduct.

Any breach of applicable laws, business ethics, or other aspects of the Code may be considered misconduct and result in disciplinary action, including reprimand, formal warning, termination of employment or cessation of engagement (with or without notice) with Queensland Ballet.

In addition, if you breach the law, you may be personally liable for your actions and you may, in some cases, face criminal prosecution.

Employee acknowledgment:

All Queensland Ballet employees are required to acknowledge that they have read and understand this Code of Conduct and agree to abide by it at all times.

Reference

Renewal	Annual
Policy Owner	Head of Human Resources
Approval	Board of Directors
Current version	Approved 18 February 2019
Previous versions	20 July 2017