



Code of Conduct

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Purpose

The Milk Crate Theatre (MCT) Code of Conduct has been designed to ensure that we maintain a harmonious and ethical work environment, which upholds Milk Crate Theatre’s mission and values.

Background

The Code of Conduct has previously been part of MCT Employee Handbook – which was an all-inclusive document covering Milk Crate Theatre policies and procedures.

This document has been created separately to bring clarity to the expectations around conduct for all MCT staff and over-rides the previous information provided in the Employee Handbook.

Scope

The Code of Conduct applies to all employees (including temporary employees), contractors, consultants and volunteers of Milk Crate Theatre.

The Code of Conduct works in conjunction with our Creative Space Guidelines to ensure a safe and productive workspace for everyone engaged with Milk Crate Theatre.

Milk Crate Theatre Purpose, Mission and Values

All MCT people are expected to behave in ways that are aligned with our purpose, mission and values.





Our Purpose

Milk Crate Theatre effects social change through the power of performance.

Our Mission

We believe every person has the right to be heard and seen.

We provide a vibrant and inclusive space where artists of all backgrounds can come together to create provocative and transformational performance works.

Through deep and meaningful creative engagement, individuals build confidence, skills and connections; facilitating increases in self-reliance, empowering aspirations and providing a gateway for future social and economic engagement.

Our work offers audiences a new lens through which to view some of society's most pressing issues, both challenging and expanding perspectives to inspire positive change in the world.





Our Values

Our values underpin all that we do. They are:

i. BELONGING

We put Artists at the heart of everything we do, providing a safe and accessible environment for the community to connect and personally develop through creative practice.

ii. ARTISTRY

We use a range of creative practices to develop skills, foster confidence, and provide platforms for expression. Our public outcomes offer space and open discourse for social justice and change.

iii. RESPECT

We create an environment where the experiences, feelings and rights of everyone are respected and valued.

iv. COLLABORATION

We work collaboratively within our creative processes, and in partnership with arts, social purpose, government, corporate and funding partners to further our reach and impact.

v. CHALLENGE

We challenge our staff, Collaborative Artists and audiences: pushing the boundaries of what art can be and disrupting conventional viewership paradigms.

Policy

The Code of Conduct sets out the expected standard of behaviour for all staff of MCT.

The Code of Conduct and the behaviours outlined within it are fundamental to MCT building a healthy, positive and respectful workspace that is welcoming and safe for our staff, contractors, volunteers and Collaborative Artists. The Code of Conduct also governs the way in which all MCT's people are expected to relate to one another, external professionals, clients, visitors and stakeholders (including our Collaborative Artist community).

The Code of Conduct acknowledges everyone's personal responsibility in for their personal and professional conduct. And as such, the Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviours in the performance of duties and interactions in the workplace.

Standards of Behaviour



a) Performance of duties

All Milk Crate Theatre staff, contractors and volunteers have their duties outlines in their job or project description. In the performance of these duties, staff are expected to:

- Act ethically, with honesty and integrity, in the best interests of Milk Crate Theatre at all times;
- Treat other staff, collaborative artists, partners, suppliers and other members of the public with respect, courtesy, honesty and fairness, with proper regard for their interests, rights, safety and welfare;
- Ensure you always uphold and adhere to MCT values, the Group Space Guidelines and other MCT policy and procedures;
- Be punctual and reliable in their attendance and adhere to their prescribed and authorised hours of duty and in the event of an emergency, advise your manager of any delays or absences as soon as possible. For staff working flexible hours, ensure that their manager/team knows when they are working;
- Contribute to a harmonious, safe and productive work environment/culture through professional workplace relationships, working collaboratively and providing assistance to other team members as required;
- Comply with deadlines and commitments:
- Attend training, work related functions and event, if required and as relevant to your role;
- Follow all lawful and reasonable directions given by Milk Crate Theatre; and
- Comply with all laws and rules.



b) MCT Creative Space Guidelines

The Milk Crate Theatre Creative Space Guidelines have been devised in collaboration with staff and community and form the basis for agreed behaviours in all spaces that Milk Crate Theatre works. The Creative Space Guidelines are maintained as a separate document which is updated from time to time in agreement with staff and community.

Everyone in a Milk Crate Theatre space, including staff, contractors and volunteers are expected to meet the behaviours outlined in the Creative Space Guidelines. The Guidelines have been provided as an appendix to this document.

c) Confidentiality

Milk Crate Theatre collects and retains personal information from our staff and Collaborative Artists to meet our obligations to staff, funders and our regulators as required by law.

MCT's Privacy Policy outlines how we handle and manage personal information to ensure everyone's right to privacy.

Staff must not disclose any confidential information including personal information and internal business information, except as required by law, in the performance of their duties or part of their engagement or as permitted in writing by MCT.

Staff must not misuse confidential information.

Staff must take whatever measures as reasonably necessary to prevent the disclosure or misuse of confidential information.

Staff must comply with any request by MCT for any confidential information held on their own devices to be deleted or destroyed. However, they should ensure that appropriate copies are saved to MCT drives as part of this process.



d) Conflict of Interest

Staff must not act in conflict with or be in a position of conflict (or potential conflict) with the interests of Milk Crate Theatre without the express written consent of Milk Crate Theatre.

Milk Crate Theatre understands that staff may be engaged in other employment, trade or business opportunities.

It is expected that staff will:

- Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest; and
- Not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of Milk Crate Theatre; and
- Not conduct any other employment, trade or business during their contracted hours with Milk Crate Theatre.

e) Workplace Wellbeing, Health & Safety

All Staff are responsible for upholding policies and procedures as set out in Milk Crate Theatre's workplace health & safety policies and procedures.

This includes proactively looking for and dealing with potential hazards and the appropriate reporting and management of incidents in the workplace.

Milk Crate Theatre also have a proactive staff wellbeing policy which provides the foundation for developing interventions and modifying work practices and procedures, and the work environment to support the health and wellbeing of all workers.

This policy identified that all staff have a responsibility to:

- take reasonable care of their own physical and mental health and wellbeing;
- take reasonable care that their actions do not affect the health and safety of other people in the workplace;
- make their manager aware as soon as possible of health and wellbeing issues that impact their ability to perform their position;
- support and contribute to Milk Crate Theatre's aim of providing a healthy and supportive environment for all staff and participants.



f) Discrimination, harassment and bullying

Staff must abide by MCT Anti-bullying, Harassment and Discrimination policy and not discriminate against, sexually harass, or harass or bully anyone, and are expected to encourage a workplace culture that is free from such treatment.

Staff who witness any type of inappropriate behaviour in the workplace, are obliged to report it immediately to the CEO or Chair of the Board. Staff are also encouraged to speak to the CEO or Chair of the Board, if they have any questions or concerns about bullying, harassment or discrimination in the workplace.

g) Alcohol & Drugs

Staff must not be under the influence of drugs or alcohol in the workplace including the MCT office, workshop locations, rehearsals and presentations:

If staff require medication that affects their ability to perform their duties, a medical certificate should be produced from a duly qualified medical practitioner explaining their capacity or incapacity to perform their duties.

MCT is generally run as a 'dry' company, however, we sometimes approve alcohol to be served at certain events including fundraising events and team celebrations. Staff are able to consume alcohol at these events, however, should not consume to a point of intoxication or loss of control.



h) Professional Boundaries

Milk Crate Theatre's community of Collaborative Artists come from a board range of diverse backgrounds and complex lived experiences. As such it is critical that we have appropriate professional boundaries in place when working with the community. All staff are required to comply with the following guidelines as a means of both supporting the individuals who participate in MCT programs, and yourself, to maintain safety, stability and equity.

The relationship between staff member and Collaborative Artist must be a professional one. Therefore, staff are not permitted to engage in ways that could blur boundaries, or foster "special relationships" with Collaborative Artists, such as:

- Exchanging personal information – this includes your personal mobile number, email address or home address. All correspondence should be made through an MCT email address or phone number.
- Providing private workshop or tutoring sessions.
- Private conversations on messaging or social media platforms that go beyond friendly banter.
- Organising or accepting invitations to social events with Collaborative Artists outside of MCT.
- Being alone in enclosed spaces by yourself with a Collaborative Artist.
- Giving individuals a lift home, giving or lending money, or buying items for individuals. This includes coffees, food, lunch, snacks, or any other items. If you are concerned that someone does not have access to food, please contact our social worker to refer people to food provision services. You are also not covered if anyone has an allergic reaction.

Staff are not permitted at any time:

- to touch anyone without their permission.
- used sexualised language, behaviour or body language.

i) Dress code

Milk Crate Theatre has a relatively relaxed dress code and supports staff to dress in ways that are appropriate for the role in which they perform.

However, personal presentation, including personal grooming and hygiene is key to our reputation in the community and all staff should ensure that clothing is clean, tidy and appropriate and that personal grooming and hygiene and always maintained to a high standard.



j) IT Security

Staff must ensure that their use of MCT IT resources and equipment is reasonable and appropriate.

Staff are prohibited from accessing, downloading, transmitting or otherwise storing content, information or images that are unlawful, may be deemed offensive, pornographic or not in the interests of Milk Crate Theatre.

Staff should not store or share any information or images relating to Milk Crate Theatre work on personal devices. This includes images taken during workshops and performances. For further clarity around these requirements, please refer to our media policy.

Staff must make best efforts to always ensure the security of MCT Information and IT resources. If a staff member believes they have inadvertently or accidentally endangered the security of MCT systems and IT, they should immediately advise their manager so appropriate steps can be taken to ensure data security.

Personal use of IT resources including email, internet and telephones should be kept to a minimum.

k) Media & Social Media Use

Only certain nominated staff are permitted to make public comment about Milk Crate Theatre in the media or at public events as part of their standard position description.

All other staff require written permission to mention Milk Crate Theatre in the media or at public events and should speak to their manager before engaging with media or making comments publicly, including on social media.

Staff are not permitted to make personal posts or commentary on social media that include the name or imagery of any Milk Crate Theatre staff or Collaborative Artists without permission. This is to ensure we protect the privacy and maintain the permissions for everyone engaged in our work.

Staff are permitted to share posts from Milk Crate Theatre's social media platforms and may incorporate their own positive commentary to promote MCT.

Furthermore, staff should not communicate with Collaborative Artists through social media platforms. If you receive any direct communications, do not respond and forward the correspondence to your manager.

l) Use of Resources

Staff must not destroy or take for personal use any items belonging to Milk Crate Theatre without prior approval.



Staff must only use Milk Crate Theatre, equipment, funds, facilities and other resources effectively, economically and carefully for the benefit of Milk Crate Theatre and our community of Collaborative Artists.

Breach of the Code of Conduct

Any breach of this Code of Conduct will be taken seriously and may lead to disciplinary action, up to and including termination of employment, changed working arrangements or the cessation of any contract or engagement.

Disciplinary action may include (but is not limited to):

- Counselling,
- Requiring a formal apology,
- Conciliation/mediation conducted by an impartial third party,
- Training around expected standards of behaviour,
- Verbal or written warnings,
- Performance management plans,
- Termination of employment, with or without notice.

Reporting a breach of the Code of Conduct:

- In the first instance, any observed or potential breaches of the Code of Conduct should be raised with your manager.
- If this does not resolve the situation, you have the opportunity to confidentially contact the CEO – jodie@milkcratetheatre.com
- You also have the option to confidentially contact the Chair of the Milk Crate Theatre board in regard to any observed or potential breaches of the Code of Conduct, that you don't think can be resolved in consultation with your manager or the CEO.

Other Policies and Procedures

This Code of Conduct should be read in conjunction with the following policies and procedures:

- Milk Crate Theatre Workplace Health & Safety Policy & Procedures
- Milk Create Theatre Wellbeing Policy
- MCT Group Space Guidelines