



## Code of Conduct

Scottish Community Drama (SCDA) is a volunteer lead, not-for-profit, arts charity which exists to encourage and support the development of volunteer-led community theatre in Scotland.

We aim to:

- support and foster creativity in performance and writing throughout Scotland
- develop links and partnerships throughout the theatrical world and the voluntary sector
- support members and clubs in artistic, personal, and social development
- act as an advocate for the community and amateur theatre

We do this by:

- organising and promoting popular and successful drama festivals across the country
- running workshops and activities like summer schools for both adults and youths
- running playwriting competitions
- offering training in all aspects of theatre including acting, set design and construction, and costume and make up
- offering guidance and support to members and clubs to help them work safely and in accordance with relevant legislation

The SCDA simply wouldn't exist without the generosity, enthusiasm and expertise of people like you.

We place a huge amount of trust in our team and require that in return you agree to act in accordance with this Code of Conduct which sets out the expectations we have of all members of the SCDA team, and in turn what you can expect from us as an organisation. Compliance with the Code of Conduct is a condition of your involvement with SCDA.

## What to expect from us

We want your involvement with SCDA to be a positive experience and as such we commit to:

- providing a safe and welcoming environment to our staff, our members, our audiences and our volunteers
- treating everyone with respect and meeting the needs of individuals who may require additional support or information
- working effectively with any partners or venues to ensure our code of conduct is met
- ensuring that we fairly resolve any problems, grievances or difficulties in a timely and transparent manner

We will do this by:

- encouraging people to be open with any questions or concerns they may have
- ensuring that staff and volunteers are made aware of relevant policies and training provided where appropriate
- ensuring that the venues we use meet all of the standards required by the Health & Safety Executive
- fostering an inclusive and respectful environment at all times with all people regardless of age, gender, sexuality, race, disability or religion

We know that you are busy people with lives beyond the SCDA and while you are volunteering with us we will respect, acknowledge and where possible, accommodate your other commitments and obligations.

Your involvement with SCDA should be a beneficial experience for you, and we will do all we can to try and ensure this is the case. Where necessary and appropriate we will provide the training, support and/or development needed for you to carry out your role.

We also hope that you will enjoy your involvement with SCDA. Although we expect that through your work you will help to support the successful delivery of our aims, we also hope that you will make time to enjoy it.

## **Our expectations of you**

### **Accountability**

We ask that as part of your involvement with the SCDA you commit to follow SCDA's policies and procedures at all times whilst undertaking any duties and responsibilities you may have.

We ask that you agree to meet any mutually agreed commitments, requirements and responsibilities of your agreed role, to the best of your abilities. Where this is not possible, or you foresee a difficulty, we ask that you give notice to us as early as possible, to attempt to resolve any issues.

Similarly, while there is no contractual obligation or formal need to give notice, we'd appreciate it if you felt unable to continue your involvement (e.g. due to other commitments) that you speak to us to let us know.

### **Behaviours**

As part of the team working to make SCDA happen, we ask that you behave in a professional and respectful manner at all times. We expect that you will work to the same high standards with all people, regardless of their age, gender, sexuality, race, disability or religion, respecting their privacy and personal choice of lifestyles, customs, values and spiritual beliefs. This includes respecting the boundaries of others at all times.

As a member of the SCDA team we ask that you do your best to support the objectives and spirit of SCDA at all times, celebrating and championing it and using any skills or knowledge you are able to to help further its mission through your role. As part of your role it may also be likely that you will be responsible for representing SCDA externally to partners, members of the public or other organisations and as such we ask you to be considerate of your actions and how they may affect the SCDA. In all things, we ask that you conduct yourself in a manner befitting your role and in a way which does not bring disrepute onto the SCDA.

## Confidentiality

All team members are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while working on behalf of SCDA, both during and after your involvement with the SCDA, regardless of whether this information involves members of the team or volunteers, partner organisations, other persons or overall SCDA business.

## Grievance procedures

Involvement with the organisation may be ended if SCDA believes that there is sufficient cause, e.g. where behaviour is considered to be inappropriate and/or harmful to the SCDA, fellow team members, contributors, members of the public and/or SCDA's partners.

Examples of named behaviours which will not be tolerated include:

- a breach of confidentiality
- acts that bring SCDA into disrepute
- physical and/or verbal abuse
- sexual harassment, including but not limited to inappropriate or unwelcome conduct

The decision of what constitutes sufficient cause, and the severity of behaviours which are deemed inappropriate and/or harmful enough to sever ties with an individual will ultimately be made by a panel which will include at least two members of the executive team. In this scenario, an individual will be informed in writing of the reasons that their conduct has been found to be unacceptable and the mechanisms by which they may appeal or refute this. Cases will be treated on a case by case basis fairly and with the same procedure for all.

If you encounter any issues or wish to report any concerns or problems please contact your team leader (or alternatively a member of the Executive Team) in the first instance. If the scale of the issue/concern/problem requires, the team leader/Executive Team member will escalate the issue to the Executive.

## Support

It is important to us that you feel supported in the role you are in and that you are enabled to carry out any tasks or responsibilities required of your role to the best of your abilities. You are fully entitled to support both from your team and the wider organisation. Please do not hesitate to contact either your team leader or alternatively a member of the Executive Team to discuss your requirements.

We actively seek and welcome all and any feedback about the organisation and any events we run.

Thank you for your cooperation and your participation in the team, we couldn't do it without you! —————