

FRIENDS OF THE GLOBE THEATRE INC (2023)

CODE OF CONDUCT

This Code applies to all members of the Friends of the Globe Theatre Inc. (the “Society”) when engaged in Society matters. This Code also applies to member conduct when engaged in action that is representing the Society.

This Code applies to members in accordance under article 11.2 of the Society’s rules which states that “When engaged in Society matters, all members must follow all policies, procedures and guidelines as determined by the committee.”, and article 20 under By-laws which states that “The Committee may from time-to-time make, alter or rescind by-laws for the general management of the Society, so long as these are not contrary to these Rules or to the provisions of law. All such by-laws shall be binding on members of the Society. A copy of the by-laws, kept on file for the time being, shall be available for inspection by any member on request to the Secretary.”

This Code will be publicly available to all members and prospective members of the Society. Reading and complying with this Code is a condition of membership in the Society.

Responsibilities

The Globe Theatre commits to dealing with complaints of bullying, racial harassment, sexual harassment and other types of harassment in a fair and sensitive manner, and to handling complaints with confidentiality where appropriate.

All members have a responsibility for ensuring that they treat their colleagues in the theatre with dignity and respect, and be aware of the potential impact their behaviour has on others. By this Code, the Globe encourages all members to call out inappropriate behaviour as soon as it arises. Empower yourself and others. Try to avoid being a bystander when inappropriate behaviour is evident in the theatre.

Members in management and leadership positions must take responsibility for the power that they have. They must take care to ensure they are not using that power abusively over others in the organisation or projects. They must also be aware of their position of oversight, and that they should keep the Globe’s management fully informed of any issues or concerns that they may have.

From time to time, where necessary, meetings may take place at a private residence of the director or a member of the creative team. These meetings should be disclosed to the Production Manager with regards to who will be attending and for what purpose.

Respecting the Performer and the Audience

The nature of theatre production involves an intense interaction with many creative individuals. This process can expose cast in particular, to vulnerable situations, particularly so in scenes depicting close physical intimacy, nudity, violence or verbal abuse. The Globe Theatre requires that such scenarios be thoroughly discussed well in advance as part of pre-production and rehearsals, and where required an intimacy coordinator or other field expert to be engaged as a production/team support mechanism.

The rehearsal and production process should always be one in which all team members are not only able to exercise their own agency if they are feeling unsafe, but are invited to do so on a regular basis. The audience should never be put in situations that would compromise their safety. As part of the rehearsal process, the director should identify any moments of contact with the audience and discuss with the cast the tools that they have to deal with this.

Children

The Globe recognises that children are most at risk from abuse of power. Because of their relative youth and/or inexperience, the Production Manager will make it absolutely clear to all such individuals that The Globe operates a zero tolerance policy in relation to improper behaviour and actively encourages the reporting of any breach of this Code.

Some specific guidelines:

- It is never appropriate for a child actor (a person aged 17 or under) to be asked by someone in a senior role (including more established actors) to work outside hours in their private home.
- For child actors aged under 18 who are working on a Globe production or project, the only people with access to the contact details of this person will be the production manager, director, the stage manager and appropriate vetted Globe committee member.
- The rules of engagement and methods of communication between the director and child actors will be outlined by the Production Manager in the lead up to the rehearsal period.

The remainder of the Globe's policies on children are also publicly available on the website.

General Conduct

Harassment of any kind is about the abuse of power. You must take responsibility for the power you have in all Society situations, and not use it abusively over others who may be more vulnerable than you. Avoid any behaviour that marginalises or diminishes your colleagues

- Colleagues should not be subject to a judgmental gaze or commentary on clothing, bodies, sexiness, physical attributes, weight, attractiveness, or personality characteristics.
- Colleagues are fully capable of making decisions related to their jobs. If we disagree with one another's decisions, we are committed to discussing it with each other directly.
- Making assumptions about gender, sexuality, race, or religion of colleagues is disrespectful. Strive to use people's proper names, pronunciation and pronouns.
- Shaming or public outbursts are threatening and have absolutely no place at The Globe Theatre. Both parties will immediately, in the moment, stop action and step away before an appropriate reset.

Harassment

Harassment on the grounds of gender identity, marital status, family status, race, age, religion, sexual orientation or disability is defined as any unwanted conduct which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. Unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material. Examples of harassment might include:

- Verbal harassment – jokes, comments, ridicule or songs
- Written harassment – texts, messages, emails, letters and notices
- Physical harassment – unnecessary touching, non-consensual touching or any form of assault

There will be zero tolerance for hate speech and discrimination at The Globe.

Sexual Harassment

Sexual harassment is any form of non-consensual verbal, nonverbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. This conduct is not limited by the gender(s) of the complainant and the alleged perpetrator(s). The non-consensual conduct may consist of acts, requests, spoken

words, gestures, physical contact or the production, display or circulation of written words, pictures or other material.

Examples of sexual harassment include:

- Unwelcome sexual gestures
- Unwanted displays of sexually suggestive objects including images, text messages or emails
- Unwanted sexual comments and jokes
- Unwanted physical contact such as pinching and groping. Or more benign touching that has been communicated is unwanted.
- Physical force, or threat of force, for sexual objective
- Threat of disadvantage for rejection of advances
- Promise of advantage for sexual concessions

Bullying

While we are a volunteer organisation, we perform under the auspices of a workplace environment. Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical, online or otherwise, conducted by one or more persons against another, or others, at the place of work and/or in the course of employment which could reasonably be regarded as undermining of the individual's right to dignity at work.

An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying. Bullying is conduct which occurs repeatedly, on more than one occasion and which is offensive to a reasonable person.

Many types of conduct and actions can constitute bullying with some being less obvious than others. Bullying can consist of persistent offensive, abusive, intimidating, malicious or insulting behaviour, or abuse of power carried out by an employee, or group of employees, either directly or indirectly, which makes the recipient feel upset, threatened, humiliated or vulnerable.

By way of example only, a pattern of any of the following (non-exhaustive) types of conduct amount to bullying:

- Sharing content about co-workers online that is derogatory, shaming
- Personal insults and name calling
- Persistent unjustified criticism
- Public or private humiliation
- Shouting at colleagues in public and/or private

- Instantaneous rage, often over trivial issues or genuine mistakes
- Unfair or unrealistic delegation of duties and responsibilities
- Aggression
- Making offensive comments about a colleagues' physical appearance
- Not giving credit for work contributions and ideas
- Intimidation and threats in general
- Physical & emotional abuse
- Spying or stalking
- Pressuring someone to drop a complaint

Bullying can have a physiological, psychological and behavioural impact on an individual. Victims can lose their self-esteem and self-confidence and are at increased risk of suffering stress-related conditions that can trigger further trauma. Apart from the direct impact on a victim's health, long-term exposure to bullying may also have consequences for the victim's livelihood, through absenteeism and resignation from the Society in order to avoid contact with the bully.

When the Code of Conduct is not being followed

Anyone who is asked to stop any harassing behaviour should comply immediately. If you are being harassed, notice that someone else is being harassed, or have any other concerns, please act on it.

1. If you feel comfortable to do so, you should call out the inappropriate behaviour, either at the time, or at a later time. You might find it helpful to use this type of language: "That is not appropriate – it makes me feel uncomfortable".
2. If you witnessed the inappropriate behaviour, check in with the person harmed to see if they need further support.
3. If the behaviour is not rectified immediately, or if you do not feel comfortable to say something to the perpetrator directly, contact someone in the theatre authority structure as soon as you can. Where possible, this should be either or all of your Production Manager, Stage Manager, Director or Arts Directorate Representative. You are welcome to have a support person (from within or outside the organisation) with you.
4. At this point, if the issue cannot be resolved, the Production Manager will take it to the Committee. The Committee will resolve the issue as dictated by their prerogative in the Rules of the Society.
 - You may make a complaint directly to the committee if you wish. This should be done to either the Chair, Secretary, or Deputy Chair; whomever you feel most comfortable with.

All complaints received will be treated seriously & sensitively as swiftly as is practicable. All parties will engage in the process with confidentiality. When serious allegations of harassment and abuse are found, these findings may be disclosed to other interested parties, with the intention of preventing further harm.

Any finding of bullying or harassing behaviour will be regarded as a serious breach of this Code of Conduct and subject to disciplinary action, which may result in the termination of membership.

This Code of Conduct is a living document which will be periodically updated. This Code of Conduct was last reviewed and updated November 2023. Nothing in this Code of Conduct shall undermine or interfere with an individual's legal rights under criminal and civil law. If a member believes that a crime has been committed against them (e.g. assault, sexual assault) they should report that incident to the New Zealand Police and, if necessary, file appropriate charges.

Support Organisations

Police / Emergency services: Call 111 (emergency) or 105 (non-urgent)

Healthline: 0800 611 116 (support from registered nurses)

<https://www.health.govt.nz/your-health/services-and-support/health-care-services/health-line>

Rape Crisis: 0800 88 33 00 (support after rape or sexual assault)

<http://www.rapecrisisnz.org.nz/>

Mental health helpline: 1737 (support from trained mental health professionals)

<https://www.mentalhealth.org.nz/get-help/in-crisis/helplines/>

WorkSafe advice for bullying & sexual harassment:

<https://worksafe.govt.nz/topic-and-industry/bullying-prevention-toolbox/bullying-at-work-advice-for-workers/>

<https://worksafe.govt.nz/topic-and-industry/sexual-harassment/advice-for-workers/>

ACC's Find Support service for those who have experienced sexual harassment:

<https://findsupport.co.nz/>

Human Rights Commission Making an enquiry or complaint about discrimination or racial or sexual harassment: 0800 4 YOUR RIGHTS (0800 496 877) or email

infoline@hrc.co.nz

<https://www.hrc.co.nz/enquiries-and-complaints/>

Citizen's Advice Bureau 'Problems at Work': <http://www.cab.org.nz/vat/eb/paw/Pages/>