

PEOPLE & CULTURE POLICY

Chamber Made's People & Culture Policy contains:

- Code of Conduct
- Fairness, Respect & Diversity Policy
- Workplace Health & Safety Policy
- Wellbeing Policy
- Child Safety Policy

This Policy applies to all people engaged to work at any time with the company, including:

- employees ^[1]_[SEP]
- board members
- contractors and sub-contractors
- volunteers ^[1]_[SEP]
- work experience students/interns/secondments ^[1]_[SEP]

CODE OF CONDUCT

Purpose

Chamber Made is committed to providing a safe, respectful, inclusive and flexible workplace environment that is free from discrimination, harassment, sexual harassment and bullying. We do not tolerate or condone any form of discrimination, harassment, sexual harassment or bullying in the workplace.

This Code of Conduct outlines expected standards of behaviour by all employees at Chamber Made. A breach of this Code of Conduct may lead to disciplinary action, result in termination of the offender's contract with Chamber Made, and/or, if the breach is of a criminal nature, may be reported to the police.

Chamber Made employees, board members, volunteers, contractors and artists strive to:

- Treat others with respect and dignity
- Value diversity and difference
- Recognise, acknowledge and aim to avoid conflicts of interest
- Act in a socially responsible manner
- Promote the safety and wellbeing of all, including children
- Comply with the letter and spirit of the law

Chamber Made staff, board members, volunteers, contractors and artists do not:

- Take improper advantage of their position
- Mislead others
- Make improper use of information they have obtained
- Disclose confidential information
- Act outside the boundaries and constraints of the law (and relevant acts)

FAIRNESS, RESPECT & DIVERSITY POLICY

Chamber Made recognises the diversity of its workforce and is committed to providing a workplace in which all employees are respected and valued. As such, Chamber Made endeavours to provide a safe, respectful, inclusive and flexible work environment has zero tolerance of all forms of discrimination, harassment, sexual harassment and bullying.

All Chamber Made employees are required to treat others with dignity, courtesy and respect. Disciplinary action, up to and including termination of employment, may be taken against employees who breach this policy.

This policy applies while the employee or volunteer is at work (including in-person and online interaction, and extending to work-related functions and outside of work where there is a sufficient connection to the workplace).

What is bullying, discrimination, harassment and other unacceptable behaviour?

Bullying

A person is bullied if:

- a person or group of people repeatedly act unreasonably towards them or a group of workers; and
- the behaviour creates a risk to health and safety (including mental health).

Unreasonable behaviour includes victimising, humiliating, intimidating or threatening a person. Whether a behaviour is unreasonable can depend on whether a reasonable person might see the behaviour as unreasonable in the circumstances.

Examples of bullying include:

- behaving aggressively
- teasing or practical jokes
- pressuring someone to behave inappropriately
- excluding someone from work-related events
- unreasonable work demands
- bullying carried out online or through mobile phones (cyber bullying)

Bullying does not include reasonable management action carried out in a reasonable manner. Similarly workplace conflict is generally not considered workplace bullying. Differences of opinion and disagreements in the workplace may arise without engaging in repeated, unreasonable behaviour that creates a risk to health and safety.

Discrimination

Discrimination occurs when someone is treated, or is proposing to treat someone else, differently because of a personal characteristic. Not all discrimination is unlawful; however it is unlawful to discriminate (either directly or indirectly) against someone because of a protected personal characteristic and this will not be tolerated at Chamber Made. Protected personal characteristics under federal discrimination law include:

- a disability, disease or injury, including work-related injury
- parental status or status as a carer
- race, colour, descent, national origin or ethnic background
- age
- gender, gender identity
- sexual orientation
- industrial activity
- religion
- pregnancy and breastfeeding
- marital status
- political opinion
- social origin
- medical record

- an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability

Discrimination can be direct or indirect:

- Direct discrimination is treating a person less favourably than other people in similar circumstances because of the person's particular characteristics like their race, religion or sex. ^[1]_[SEP]
- Indirect discrimination may occur when a requirement or rule that is the same for everyone has a disproportionate or disadvantageous effect for an individual or group of individuals that is unreasonable in the circumstances. ^[1]_[SEP]

Harassment

Harassment is unwelcome and unsolicited behaviour that a reasonable person would consider to be offensive, intimidating, humiliating or threatening. It is unlawful to harass an individual or group because of a protected attribute (such as age, sex or race, outlined above). Harassment that is not related to a protected attribute is still inappropriate in the workplace and will be dealt with accordingly.

Sexual harassment

Sexual harassment is any unwanted or unwelcome sexual behaviour, which makes a person feel offended, humiliated or intimidated. It can include:

- staring or leering ^[1]_[SEP]
- unnecessary familiarity, such as deliberately brushing up against another or unwelcome touching ^[1]_[SEP]
- suggestive comments or jokes ^[1]_[SEP]
- insults or taunts of a sexual nature ^[1]_[SEP]
- intrusive questions or statements about a person's private life ^[1]_[SEP]
- displaying posters, magazines or screen savers of a sexual nature ^[1]_[SEP]
- sending sexually explicit emails or text messages ^[1]_[SEP]
- inappropriate advances on social networking sites ^[1]_[SEP]
- accessing sexually explicit internet sites
- requests for sex or repeated unwanted requests to go out on dates ^[1]_[SEP]
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

Sexual harassment is not interaction, flirtation or friendship which is mutual or consensual. ^[1]_[SEP]

All incidents of sexual harassment – no matter how large or small or who is involved – should be reported to Chamber Made's CEO or relevant manager so that appropriate action can be taken.

Victimisation

Victimisation is punishing or harassing a person because he or she has complained or intends to complain about being discriminated against, harassed, or vilified, or because the person has supported someone else who complained or intends to do so.

Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal disciplinary action against the perpetrator. The perpetrator may also be subject to legal proceedings under anti-discrimination legislation and criminal law.

Vilification

Vilification is generally any act or words that could encourage others to hate, treat with contempt, or ridicule a person or a group of people for reasons including those listed above for discrimination and harassment. Vilification is against the law and will not be tolerated at Chamber Made.

Stalking

Stalking occurs when someone gets repeated attention that intimidates or frightens them. Stalking can include:

- following a person or loitering near a person's home or workplace ^[1]_[SEP]
- making unwanted phone calls or sending unwanted emails, text messages and messages on social media
- publishing information about a person on the internet or via other means ^[1]_[SEP]
- interfering with a person's property ^[1]_[SEP]

Breaching confidentiality

It is unacceptable for employees at Chamber Made to talk with other employees, clients or suppliers, family or friends, or the media about any complaint of discrimination, harassment, sexual harassment or bullying. Breaching the confidentiality of a complaint or investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and may lead to formal disciplinary action.

Employee rights and responsibilities

All employees are entitled to:

- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics
- a workplace free from discrimination, harassment, sexual harassment and bullying
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised
- reasonable flexibility in working arrangements, especially where needed to accommodate family responsibilities, disability, religious beliefs or culture

All employees, including management, board members and volunteers, must:

- comply with the standards of behaviour outlined in this policy, the Code of Conduct and other related policies
- treat everyone with dignity, courtesy and respect at all times
- offer support to people who experience discrimination, harassment, sexual harassment and bullying, such as providing information about how to make a complaint
- avoid gossip
- respect the confidentiality of complaint resolution procedures
- where applicable, assist and cooperate in the investigation of complaints made under this policy
- participate in training provided by Chamber Made around workplace discrimination, harassment, sexual harassment and bullying
- take bystander action (if safe to do so) if they see or hear about discrimination, harassment, sexual harassment or bullying in the workplace. For information about the sorts of bystander action employees can take, see www.knowtheline.com.au. (Note that victimisation of someone taking bystander action is unlawful and will not be tolerated).

Conduct Which Discourages Fairness, Respect and Diversity

Chamber Made employees must not engage in conduct which discourages fairness, respect and diversity in the workplace. This includes bullying, vilification or victimisation, harassment, unlawful discrimination or stalking, whether in relation to their treatment of other employees, external parties, or any other person (including members of the public).

Chamber Made will take steps to ensure the safety and welfare of the employees affected by a breach of this policy by an external party or any other person.

Breaches of this policy can cause serious health and safety problems in the workplace. In addition to physical risks to safety, employees who are subjected to, or witness inappropriate behaviour may feel intimidated or anxious at work. Through responsible management, Chamber Made aims to prevent this kind of conduct from occurring in the workplace.

In addition, some conduct which occurs outside the workplace may also affect the work environment (e.g. conduct at social functions with colleagues, unwelcome contact with colleagues outside of work, public vilification of particular groups, etc.).

Conduct which breaches this policy is unacceptable and depending on the severity and circumstances, may lead to disciplinary action.

Complaints

Complaints under this policy will be dealt with according to the procedure outlined in Chamber Made's Grievance Handling Procedure.

Roles and responsibilities of leadership and management positions

Employees and personnel in leadership and management positions (e.g. CEOs, producers, board members) must also:

- model appropriate standards of behaviour
- take steps to educate and make employees aware of their obligations under this policy, the code of conduct and other related policies, and the law
- treat all workplaces and incidents seriously and take immediate action where a complaint is made
- ensure the complainant is aware that they can raise the matter with police if the allegations are of a criminal nature and that they will be provided with appropriate support to do so
- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard
- where appropriate, help employees resolve complaints informally
- ensure employees who raise an issue or make a complaint are not victimised
- ensure all employees (including bystanders) have access to support if required
- ensure recruitment and job selection decisions are based on merit – that is, the skills and abilities of the candidate as measured against the inherent requirements of the position – regardless of personal characteristics
- ensure no discriminatory questions are asked or requests for information are made during recruitment, unless it is directly relevant to a genuine requirement of the position
- reasonably consider requests for flexible work arrangements

Consequences of breaching this policy

If an employee engages in discrimination, harassment, sexual harassment, bullying, vilification or victimisation, or otherwise breaches this policy, they may be subject to disciplinary action up to and including the termination of employment or engagement with Chamber Made.

Employees may also be personally liable for their own behaviour or conduct. This means that when an employee undertakes discrimination, harassment, sexual harassment, bullying, vilification or victimisation, the employee may be subject to penalty or subject to an order from the regulator, the Fair Work Commission or other relevant tribunal or court.

Chamber Made encourages the reporting of behaviour that an employee genuinely believes contravene this policy, and they will not be disadvantaged or treated unfairly as a result of this reporting. However, if a complaint is found to be frivolous, vexatious or malicious, then disciplinary action up to dismissal may occur against the person making the complaint.

WORKPLACE HEALTH & SAFETY POLICY

Chamber Made is committed to providing a safe and healthy working environment for all employees (including contractors), board member, volunteers and audience members by fully integrating health and safety into all its operations and activities, through continual improvement and by requiring leadership in safety.

The health and welfare of all Chamber Made employees is our chief concern and to that end we are committed to the prevention of workplace injury and illness. In fulfilling this objective, Chamber Made management will regularly consult with employees and contractors to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

Workplace (or environmental) health and safety is regulated by Victorian and Federal legislation.

- Act: Occupational Health and Safety Act 2004 (Vic)
- Regulation: Occupational Health and Safety Regulations 2017 (Vic)
- Codes: Vic Compliance Codes
- Regulator: WorkSafe Victoria

In taking all reasonable practical steps to provide and maintain a safe and healthy work environment for all employees, board members and volunteers, Chamber Made shall:

- consult regularly with employees, so far as is reasonably practical, on issues that may directly affect their health, safety and welfare

- observe, implement and fulfil its responsibilities under the Occupational Health and Safety Act and regulations that apply within the state in which we are working
- adequately instruct employees, contractors and volunteers in safe working procedures and inform them of any hazard to their well-being and health which may be known to be associated with the work in which they are involved
- ensure that in the event of an immediate safety hazard management or, in a rehearsal scenario the Production Manager, must immediately halt work and, if necessary, clear the space while the issue is investigated. Work will not resume until it is agreed that the hazard is under control and no longer presents an unacceptable risk to the health and safety of employees or the public
- monitor current health regulations, particularly as they pertain to COVID-19, to provide an up-to-date COVIDSafe Plan and clear instruction to all employees and contractors

All employees:

- have a duty to take reasonable care, as they are capable, for their own health and safety and of others affected by their actions of work
- should comply with the safety procedures and directions agreed between the management, volunteers and employees
- will not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of volunteers and employees
- must act in accordance with agreed procedures for accident and incident reporting and report potential hazards to Chamber Made's Artistic Director or Executive Producer.

WELLBEING POLICY

Chamber Made takes wellbeing seriously; we believe that a respectful workplace is a right, not just good fortune. We promote a respectful workplace, where safety, inclusiveness and wellbeing are paramount; where there is zero tolerance of discrimination against staff who have a mental health condition. Chamber Made is a member of the Arts Wellbeing Collective and provides all employees and contractors with access to their resources, programs and services.

In combination with policies and Code of Conduct above, Chamber Made will maintain a workplace environment and culture in which:

- everyone is treated fairly and is safe
- employees understand their role and what is expected of them, and skills and contributions are recognised and valued
- training and development opportunities support career progression
- employees can work harmoniously
- self-care is encouraged and we observe colleagues for signs of changing mental health conditions
- risks to mental health in the workplace are promptly addressed as they arise
- positive, proactive leadership is practiced: promoting employee growth, matching employee skills and strengths with tasks, and providing recognition and constructive feedback.

CHILD SAFETY POLICY

Chamber Made is committed to promoting child safety in accordance with the Victorian Child Safe Standards. We actively work to listen to and empower the children engaged to work with the company.

In providing an open, safe and friendly environment for all children Chamber Made:

- is committed preventing child abuse, identifying risks early, and removing and reducing these risks
- has zero tolerance of child abuse
- will take all allegations and concerns very seriously and respond to them consistently in line with our policies and procedures above
- will abide by our legal and moral obligations to contact authorities when we are worried about a child's safety, and will follow this rigorously

Chamber Made promotes diversity and tolerance, and people from all walks of life and cultural backgrounds are welcome. In particular we are committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Chamber Made takes all reasonable steps to ensure it engages the most suitable and appropriate people for child-related work, whether in a paid or voluntary capacity. Chamber Made provides support for employees and collaboratively creates a safe and positive working environment through holding induction meetings for team members which, for projects involving children, include discussion of child safety.

In accordance with the Mandatory Code of Practice for the Employment of Children in Entertainment, child performers are not to be placed in a situation that exposes them to inappropriate behaviour or language for their age level, such as:

- nudity (male and female genitals, buttocks and female breasts)
- swearing, obscenities or 'adult' talk
- smoking of any substance or drinking of alcohol (except as required in the performance following a conversation with the child about the use of substances or alcohol for dramatic purpose) ^[1]_[SEP]
- harassment, humiliating or demeaning behaviour ^[1]_[SEP]
- aggressive, threatening or uncontrolled behaviour ^[1]_[SEP]
- inappropriate influence in regard to opinions, beliefs, behaviour or conduct. ^[1]_[SEP]

It is important that any act of performance required of child performers is not dangerous, distressing, or inappropriate in any way with regard to the child's age, culture, religion, maturity, emotional or psychological development, and sensitivity. ^[1]_[SEP]

Chamber Made will discuss potentially distressing, controversial or negatively influential material or themes with parents/legal guardians as part of obtaining written parental consent for the employment. Potentially distressing or adult content will be clearly explained to child performer(s) as part of the rehearsal process, and all efforts will be made to minimise a child's exposure to potentially upsetting material. Chamber Made may also take guidance from the regulatory authority for child employment around strategies for minimising a child's exposure to distressing material, such as briefing, debriefing and ongoing monitoring. ^[1]_[SEP]

Please refer to Chamber Made's Child Safety Code of Conduct for guidance to employees on expected behaviours when in direct contact with or working around children. All Chamber Made employees, board and volunteers must abide by the Child Safety Code of Conduct. ^[1]_[SEP]

Chamber Made's People and Culture Policy was adopted on 8 February 2021
This policy was last updated on 8 February 2021 and will be reviewed every 18 months.
