

## Godalming Theatre Group Code of Conduct

The code of conduct is designed to ensure everyone enjoys the work of the GTG. Members of the GTG and those who work with us should maintain the highest standards of behaviour in the performance of their activities by:

1. Performing their role to the best of their ability in a safe, efficient and competent way.
2. Acting honestly, responsibly and with integrity.
3. Treating others with fairness, equality, dignity and respect.
4. Raising concerns about possible wrongdoing witnessed by a member in the course of their role with the GTG, with the Chair.
5. Communicating respectfully and honestly at all times.
6. Reporting any health and safety concerns to the Chair.
7. Reporting any safeguarding concerns or potential concerns in accordance with the GTG Safeguarding Policy.
8. Declaring any interests that may conflict with their role or the work of the GTG (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, members may seek guidance from the Chair.
9. Exercising caution and care with any GTG documents, material or devices containing confidential or personal information.
10. Seeking authorisation from the Chair before communicating externally on behalf of the GTG. Where communication on behalf of the GTG is necessary, authority must be sought from any member of the group who is referred to in those communications or the organisation they represent.
11. Respecting the content of the GTG's Dignity and Respect Policy.

Volunteers are expected NOT to:

- Bring the GTG into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.)
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability or race).
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering.
- Provide a false or misleading statement, declaration, document, record or claim in respect of the GTG or any of its members.

Where a member is found to be in breach of the standards outlined in this Code of Conduct this may result in membership being terminated upon agreement of the majority of the members of the committee.

Signed . . . *Denise Hodgkiss* (Chair Godalming Theatre Group)

Date . . . 25/01/2022