



GLADSTONE ENTERTAINMENT
CONVENTION CENTRE

ANYTHING GOES

CODE OF CONDUCT EXPECTATIONS COMMUNITY PARTICIPANT OF GECC PRODUCTION / EVENTS

This document sets the standards of conduct and behaviour expected of all Participants involved in Gladstone Entertainment Convention Centre (GECC) productions and/or events. This Code of Conduct applies to behaviour that may be directly related to the GECC, and in other circumstances, where actions may impact upon the reputation and activities of the GECC and/or Gladstone Regional Council.

We are all responsible for implementing the standards set out in this Code. GECC expects all participants whilst engaged in GECC productions or events, to ensure they demonstrate the basic standards of acceptable conduct.

Ethics are the moral principles which guide our relationships between people and our consequent actions. In order to avoid potential conflict, it is desirable that there be mutual agreement about appropriate behaviour in each of these relationships.

Non-discrimination

Council and the GECC is an Equal Opportunity organisation, and as such is proactive in ensuring that its practices and those engaged with them, do not discriminate based on any attribute, or based on a person's association with another person who maintains an attribute relating to:

- race/ethnicity;
- gender;
- national origin;
- marital status;
- sexual preference/lawful sexual activity;
- age;
- disability/impairment, including infectious disease;
- industrial/employment activity;
- physical features;
- pregnancy;
- family responsibilities;
- religious beliefs;
- political conviction;
- breast feeding; or
- gender identity.

Discriminatory behaviour must be reported to supervisors or managers, or if such action involves a supervisor or manager, another senior officer.

Sexual and other forms of Workplace Harassment

Council and the GECC is committed to ensuring that all persons engaged in our business are treated with integrity and respect, recognising all persons have the right to participate in an environment free from discrimination, harassment and bullying. Discrimination, harassment and bullying behaviour will not be tolerated under any circumstances.



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All participants have a responsibility to:

- respect others opinion and way of living
- offer support to anyone who claims that they are experiencing discrimination, harassment or bullying and let them know where they can get help and advice; and
- consult with relevant senior officers on reports of discrimination, harassment and bullying.

Privacy

Council and the GECC maintains information about individuals, businesses and commercial issues which is private and sensitive and which could be harmful to a person's interest if released. Employees/participants should only access personal information and records they require to perform their official Council duties. Employees/participants must ensure that the collection, storage and use of personal information is done so in accordance with the Privacy Principles outlined pursuant to the *Information Privacy Act 2009*.

Managing GECC Resources

All resources must be used economically, efficiently, treated with care and given adequate protection to avoid misuse or theft.

The workplace must be kept safe, smoke, drug and alcohol free to maintain the trust and confidence of the broader public, and ensure the health and safety of all parties. The use of drugs or alcohol can adversely affect productivity, attendance and on-the-job safety.

As such participants must not:

- use, possess or be impaired by the effects of illegal drugs whilst on duty
- come to the GECC or attend duties impaired by the effects of alcohol or drugs
- consume alcohol while on duty
- gamble or bet on Council premises (except for authorised sweeps and tipping competitions)
- smoke anywhere within Council's buildings, in Council vehicles, in any enclosed spaces whilst on site or within 4 meters of any part of an entrance to an enclosed place.
- Participants must declare to their nominated supervisor or staff, if they are prescribed and/or taking any medication that has the potential to impair performance or be identified through a random drug and alcohol testing procedure.

Managers / Supervisors

Participants who supervise or manage other Participants have a special responsibility to model exemplary behaviour, and to ensure that the people they supervise understand the standard of performance and behaviour that is expected of them at work and when dealing with ratepayers and the public generally.

Managers and Supervisors will make fair, transparent and consistent decisions in response to instances of breaches of this Code of Conduct. In determining the action to be taken, the nature and seriousness of the breach will be considered.

Examples of Breaches of the Code: Behaviour Towards Each Other

- Engaging in Horseplay which includes activities such as - joking that includes physical contact, playing around, racing, grabbing, foolish vehicle operation, social pressure to participate in unsafe acts,



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harassment, and unauthorised contests.

- Verbally abusing, swearing at, or intimidating another which causes fear.

Examples of appropriate management/supervisory behaviour includes:

- Managers and supervisors immediately addressing any potential safety issue/s with participants and working with those participants to make a site or practice safe.
- Requesting any horseplay immediately cease when it is observed.
- Ensuring that regular briefings are provided as required.
- Talking regularly with participants to ensure they know their roles and responsibilities.

Example of a breach of the code: non-discriminatory workplace

- Someone makes taunts and/or snide remarks about another person's race, religious beliefs and/or sexual preference whilst in the workplace would be breaching the Code.
- Not allocating specific tasks to a participant because of their age.

Examples of unacceptable clothing and presentation include:

- clothing printed with offensive matter
- clothing made of see-through fabric
- clothing that is revealing
- jewellery that could get caught in equipment
- bare feet, thongs or any shoes that are not enclosed over the toe
- clothing that exposes the midriff/abdomen
- offensive body art that is not covered.

This Code of Conduct is based on *The Public Sector Ethics Act, 1994* which declares four (4) Ethic Principles to be the basis of good public sector practice:

1. Integrity and Impartiality
2. Promoting the Public Good
3. Commitment to the System of Government
4. Accountability and Transparency

I agree to uphold these behavioural standards and acknowledge that any breach of these standards could result in my termination from the 2019 Community Musical Anything Goes and could potentially lead to legal action.