



Code of Conduct

Winchester Musicals and Opera Society (WMOS) is committed to maintaining an environment free from discrimination, victimisation, harassment, and bullying. This Code of Conduct sets out both the behaviour we expect from our members and volunteers, and behaviour that is not acceptable and could lead to disciplinary action.

All volunteers and members must be respectful of the rehearsal and performance venues and properties and help keep them clean, tidy and professional.

Volunteers and members are expected to:

- Be polite, courteous, and respectful towards one another and to audience members
- To honour all commitments they have made to WMOS

All cast members will be expected to:

- Attend all rehearsals scheduled, arriving on time and with the correct equipment (script, shoes, etc)
- Pay all fees on time
- Look after props and costumes in their care

Discrimination

We aim to ensure that all members and volunteers who provide services to WMOS receive equal treatment at all times.

All casting decisions will be made without discrimination, whether direct or indirect, and production teams will be invited to consider their unconscious biases during auditions.

Please review our **Equal Opportunities Policy**, which can be found on our website, for further information.

Harassment

Harassment generally consists of unwanted conduct which has the effect of:

- Violating a person's dignity and/or
- Creating an intimidating, hostile, unsafe, degrading or offensive environment

It is irrelevant whether the alleged harassment is intentional or not. The following are examples of harassment. This list is intended as a guide only and is not exhaustive.

- Physical conduct – unwanted touching, patting, pinching, assault, coercion for sexual favours or physical threats
- Verbal conduct – unwelcome advances, critical nicknames, innuendo, insults or abusive language

- Non-verbal conduct – the display or sharing of pornographic or suggestive pictures, offensive or abusive gestures, objects or written material (other than in connection with a production for artistic purposes)
- Bullying – offensive, intimidating, insulting, humiliating or degrading behaviour which attempts to undermine an individual

Complaints Procedure

If you wish to raise a concern or complain, please firstly do so informally with a member of the Safeguarding Team which will include the Vice Chairman and a nominated Society member who is not on the committee. They will try to resolve the matter by discussing it with you and any others involved in the matter as they consider to be necessary.

If the matter is not resolved informally, or where you consider the issue to be serious and not appropriate for informal discussion, please visit the **Disciplinary and Grievance Procedure** which can be found on our website.

All issues will be dealt with confidentially.

How to contact us:

If you have any questions or concerns relating to this Code of Conduct please contact us at: secretary@wmos.org.uk

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