

CODE OF CONDUCT

Charity Trustees & Committee

- Act in the best interest of WLOS at all times and conduct themselves in a manner which does not damage or undermine the reputation of WLOS or its volunteers.
- Act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which charity trustees do not have the relevant expertise.
- Trustees must not act in order to gain financial or other benefits for themselves, or any persons connected to them, or any organisations they may own, manage, or work for.
- Trustees should avoid accepting gifts and hospitality that might reasonably be thought to influence them as carrying out their role. Any gifts or hospitality received in any connection to WLOS should not exceed the value of €50 and should be declared to the Board.
- Trustees should always understand and perform their roles and responsibilities to the best of their abilities and to give time and commitment as required to fulfil the role.
- In Board meetings Trustees should aim to attend and contribute effectively, while always respecting the Chairperson of the Board and the Chairperson of any meeting. Bring a fair and open-minded view to all discussions of the board and maintain a respectful balance between speaking and listening and ensuring all decisions are made in the best interests of WLOS.
- Trustees should aim to support volunteers in carrying out their duties and always in terms of their conduct serve as an example of how everyone in WLOS should conduct themselves.
- Accept and respect the difference in roles between the trustees and volunteers ensuring that everyone works effectively and cohesively for the benefit of WLOS.
- A trustee must act in accordance with the WLOS's governing documents and ensure the charity complies with applicable laws including the charity law, company law, health & safety law, data protection and employment law.
- Promote and preserve the obligations of confidentiality which should only be breached if the trustee needs to inform the Charities Regulator or any other statutory body about any matter which could threaten the future of WLOS or could represent a breach of any law with which the charity is required to comply.
- The trustee should abide by the charity's conflict of interests or loyalties policy and ensure the charity's conflict of interest register is completed and updated as required.
- The trustee should abide by all policies agreed by the board.
- Where a trustee is found to be in breach of the standards outlined by the board in its Code of Conduct, he/she/they will be asked to meet with the Chairperson of the board to assess their suitability for the role. Failure to abide by the Code of Conduct may result in the trustee tenure being terminated.

Cast, Crew & Volunteers

- Respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion, sexual orientation, or cultural background.
- Support all efforts to remove any form of abuse in this organisation and encourage a safe and supportive environment.
- Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development.
- Refrain from using abusive, derogatory, or offensive language.
- Impart knowledge and skills in my area of expertise in a respectful and encouraging manner.
- Respect the decisions of the Committee, and Production Team.
- Do not show favouritism towards any cast, crew, or volunteer member
- Show respect for the space and property of others.

Parents & Guardians

- Respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion, sexual orientation, or cultural background.
- Respect the decisions of the Committee, and production Team and encourage my child to do likewise.
- Focus on and encourage my child's efforts and performance.
- Remember that my child participates in activities for their own enjoyment, not mine.
- Raise any issues or concerns with the committee.
- Ensure that my child is on time and any inability to attend is communicated with the secretary or designated liaison person.
- Ensure that any forms or documents are read, filled in and returned promptly.
- Ensure that I collect my child promptly after rehearsal or performance.
- Ensure that my child is appropriately dressed for the rehearsal or performance.
- Do not treat any child or young person in an unfair, unjust, or discriminatory manner.
- Only enter the rehearsal, workshop space or backstage areas where permitted by the committee or production team.

For Under 18

- Respect other children, young people, and adults.
- Cooperate and play by the rules.
- Listen and follow instructions.
- Speak in a positive manner.
- Take direction in a positive manner, and not argue.
- Respect the good work of others by also rehearsing at home.
- Wait inside in the designated area when waiting to be collected.
- Arrive on time.
- Control your temper.
- Have a say about what we are involved in.
- Speak up if you are worried or concerned about something.
- Do not talk while the director or production team members are speaking