



Registered Charity No. 1198865

## **Volunteer Code of Conduct**

This code of conduct applies to any volunteers of any productions by Colchester Operatic Society (also referred to as COS) and Colchester Operatic Society Second Edition (also referred to as CO2), collectively referred to as "The Society". For CO2 productions, the Executive Committee delegates authorities/duties to the CO2 committee, therefore volunteers of CO2 productions can read CO2 committee in place of Executive Committee in the below code of conduct.

COS and CO2 encourage volunteers to become members of the Society. Volunteers must be aged 16 years or over and be made known to the Executive Committee for inclusion on registers and risk assessments.

Whilst support and guidance is given to volunteers as necessary and appropriate, all volunteers are expected to be able to work safely and independently, when & where required, in the roles allocated or volunteered for. Volunteers must inform us if they have any additional needs that require support and/or reasonable adjustments to enable them to volunteer. We will be guided by risk assessments when assessing these needs and what adjustments can be reasonably made whilst ensuring the health, safety & well-being of all those involved in our productions.

**All volunteers, whether members or non-members, are expected to read and abide by the below terms, which state what is expected of them regarding their conduct as a volunteer of any of the Society's productions:**

All volunteers are expected to abide by the Society's Constitution and all additional rules, policies and procedures. This applies to all members and any non-members who volunteer.

These include (though not exhaustively):

- Health & Safety Policy
- Complaints Policy & Procedure
- Safeguarding Policy
- Social media Policy
- Inclusion, Equality & Diversity Policy
- Records Management Policy
- CO2 Rules
- COS and CO2 Audition Processes

All policies can be found on our website: <https://www.colchesteroperaticsociety.co.uk/about/policies/>

All volunteers shall exhibit polite consideration to all involved with the production affording all participants, both severally and equally, due courtesy and respect at all times, ensuring their interactions with each other, society members, outside organisations and other appointed/employed personnel allow for positive working relationships.

Colchester Operatic Society fully complies with information legislation. For the full details on how we use your personal information please visit our website <https://www.colchesteroperaticsociety.co.uk/about/privacy-policy/> or speak to our Secretary if you are unable to access the internet.

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Volunteers should treat everyone with dignity and respect, being mindful that they may be representing the Society in their allotted role(s) and to present a positive and professional impression of the Society to others at all times.

Bullying, discrimination and harassment of any kind will not be tolerated. Any evidence or reports of bullying, discrimination and/or harassment involving any volunteers will be taken seriously and appropriate action taken by Executive Committee. In accordance with our Inclusion, Equality and Diversity Policy, all volunteers must report any incidents of bullying, discrimination and/or harassment that they have witnessed to the Executive Committee or to appropriate appointed personnel (this could include the Stage Manager, Deputy Stage Manager, Head of Departments -such as lighting, sound, props and costumes, Youth Liaison Officer and/or a member of the production team).

Any volunteer may be replaced or asked to leave their role/a production if, in the opinion of the Executive Committee, Production Team, Head of the appropriate department and/or a supervising representative of the hired venue, they do not measure up to their allotted role.

Volunteers are expected to behave responsibly and respectfully during rehearsals and performances and shall, to the best of their ability, perform the role assigned to them and obey the directions given at all rehearsals and performances. Clear roles are assigned in productions, so that all volunteers are clear on whose directions to follow. However, if a volunteer is unsure of whose directions to follow, it is their responsibility to seek clarification from the appropriate appointed personnel and/or the Executive Committee.

All volunteers will have their own personal viewpoints which they have the right to express when involved in any of the Society's productions. However, they should equally respect the rights of others to express their own views, providing views expressed are not abusive, defamatory, sexist, racist and/or could be interpreted as harassment, discrimination or bullying. If any views expressed by a volunteer whilst involved in a Society production are considered abusive, defamatory, sexist, racist and/or interpreted as harassment, discrimination or bullying then appropriate action will be taken by the appropriate appointed personnel and/or the Executive Committee. This may include, asking the individual to review and rephrase what they are saying, removing an individual from a Society social media networking page/group (temporarily or permanently), asking the individual to leave a rehearsal session or performance, asking an individual to resign from their role or reporting an individual for criminal prosecution.

Volunteers for CO2 productions will be expected to have clear DBS checks and in the opinion of our safeguarding leads or by way of assurances from hired organisations, to the best of their knowledge at the time, be deemed appropriate to work with children and young people.

Volunteers must sign in and out on the designated register when entering a venue for a rehearsal or performance.

Volunteers must make themselves aware of and comply with any risk assessments for the production they are involved with.

Volunteers must notify the Society and ask express permission to bring any other individual with them not listed on our register of volunteers to a rehearsal or backstage at a performance (this includes partners, children, friends, family and students).