

Our Code of Conduct & Ethics

This document outlines our guiding principles. It gives an overview of our policies and procedures that set out the minimum standards of behaviour expected of you during your employment* with The Australian Ballet and Orchestra Victoria.

As the flagship Australian Arts organisations, we are leaders, collaborators, and mentors in our industry and in the community generally. Our company values underpin this Code of Conduct and the behaviour we expect from all employees;

- ✓ We are exceptional
- ✓ We are ambitious
- ✓ We are innovators
- ✓ We are proudly Australian
- ✓ We are one team
- ✓ We are sustainable

This Code of Conduct & Ethics will help guide you and provide a framework for decision making. Please read and understand the information within this Code and talk to your HR contact person if you have any questions.

*This code applies to all employees, directors, guest performers, volunteers, all members of the Board Sub-Committees and the Foundation Boards of The Australian Ballet and Orchestra Victoria ('The Australian Ballet') whilst employed by the Company. For simplicity, this code refers to 'employees'

Our culture

Versatility, technical excellence, and a warm, friendly style are the trademarks of our culture at the Australian Ballet; qualities that have earned both critical and audience acclaim.

As an employee of the Australian Ballet you have the opportunity to help further embed our unique culture by:

- ✓ Understanding and complying with all corporate policies and procedures
- ✓ Maintaining the highest possible standards of ethical conduct; including a commitment to child safety, which is of paramount importance, and speaking up if you believe these standards are being compromised

Leadership responsibilities

All leaders at The Australian Ballet are responsible for developing and encouraging an environment in which all employees understand their responsibilities and feel comfortable raising any concerns they have. Our leaders will:

- ✓ Lead by example
- ✓ Ensure their teams are familiar with this Code and our policies and procedures
- ✓ Encourage open communication with peers regarding this Code and any ethical issues when they arise
- ✓ Always address an ethical issue and ensure this is done in a timely manner
- ✓ Appreciate the difficulty of raising an ethical issue and encourage colleagues to speak up if they become aware of a problem

Principles

1. Always Act with integrity and honesty

Our purpose as Australia's national dance company, and specialist pit orchestra, is to inspire, delight and challenge our audiences and the broader community in Australia and around the world through the power and quality of our performance.

As an employee, you have a duty to report any doubtful behaviour or matters to your leader that you feel contravene this principle of always acting with integrity and honesty. These issues may be external (guests, partners, suppliers, venues, or volunteers) or internal, and include making derogatory remarks that could offend, potentially causing reputational damage to The Australian Ballet or our partners and sponsors. You also need to ensure that you always use The Australian Ballet property and facilities appropriately and only use company funds for their proper purpose.

You can find the following policies which relate to this principle on our employee intranet:

Delegations of Authority

Acceptable IT use Policy

Corporate Credit Card Policy

Travel Policy

Gifts and Benefits Policy

2. Respect and Encourage Diversity

To support our culture, you are expected to encourage the development of a diverse and respectful workplace. We expect our employees and volunteers to treat others with respect and protect and promote cultural safety.

It is important that you never discriminate, harass, or bully your colleagues, guests, volunteers, activity participants, suppliers, or anyone else associated with work at The Australian Ballet. We will not tolerate sexual harassment, intimidation, or any abuse of power in our workplace.

You can find the following policies which relate to this principle on our employee intranet:

EEO – Anti bullying, harassment, and discrimination

Social Media Policy

Personal Social Media Usage

Child Safety Policy

3. Disclose any actual, apparent or potential conflict of interest

Maintaining a high level of integrity means avoiding conflicts between your private interests and your responsibilities to The Australian Ballet. Make sure that you are alert to potential conflicts of interest and be open and honest in your communication to your leader if they arise.

You can find the following policy which relates to this principle on our employee intranet:

Conflicts of Interest Policy

Gifts and Benefits Policy

4. Respect and maintain privacy and confidentiality

During employment, employees will have access to, and knowledge of, the Company's confidential information. Employee's must not at any time, either during employment or after termination of employment, use or disclose the Company's confidential information except as authorised or required to do so in the legitimate performance of their duties, without the prior written approval of the Company.

You can find the following policies which relate to this principle on our employee intranet:

Confidentiality Policy

Acceptable IT use Policy

Social Media Policy

Personal Social Media Usage

Media Policy

5. Maintain a safe work environment

The Australian Ballet is committed to providing a safe workplace. You play an important part in maintaining this and you are encouraged to report any concerns you have about health, safety, or security to your leader as soon as possible.

You can find the following policies which relate to this principle on our employee intranet:

OHS Policy

Rules of the Theatre

Drug and Alcohol Policy

6. Always comply with the law, the Code and our policies and procedures

We are all subject to the local, state, and federal laws and you need to be aware of the regulations that apply to the work you do. Our policies and procedures are designed to comply with the law and are there to help you.

There are many important duties and obligations that you must comply with before, during and after employment at The Australian Ballet. These obligations are contained in your employment contract, this Code, the current Enterprise Agreements and The Australian Ballet's policies and procedures. It is important that you abide by the terms and conditions of these documents.

7. Actively manage child safety

All staff, volunteers and board members of The Australian Ballet are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of The Australian Ballet are responsible for supporting the safety, participation, wellbeing, and empowerment of children by:

- adhering to the Child Safe Policy always;
- taking all reasonable steps to protect children from abuse;
- treating everyone with respect;
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another;
- promoting the cultural safety, participation, and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification);
- promoting the cultural safety, participation, and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);

- promoting the safety, participation, and empowerment of children with a disability (for example, during personal care activities);
- ensuring as far as practicable that adults are not left alone with a child;
- reporting any allegations of child abuse or child safety concerns immediately, as detail below;
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

You can find the following policies which relate to this principle on our employee intranet:

Child Safety Policy

Reporting

It is important that you report any conduct that you believe breaches this Code, the law or the Australian Ballet's policies and procedures. You must report all breaches honestly and in good faith.

All reports are treated seriously and confidentially, where appropriate, and the necessary steps will be taken to investigate the situation.

If an allegation of breach of this code is raised against an employee of TAB or OV, the Disciplinary Policy may apply.

You must report a breach to your leader, or HR contact person.

Reporting Child Safety Concerns

You must report any allegations of child abuse or child safety concerns immediately to the supervising staff member (Responsible Officer), who must respond to ensure the child's immediate safety and report it to the HR Director, who in turn will advise Senior Management as soon as practicable.

Senior Management will determine the organisation's response. Allegations of suspected child abuse will be reported to the Police and/or Child Protective Services.

You can find the following policies which relate to this principle on our employee intranet:

Grievance Policy

Child Safety Policy

Disciplinary Policy