

# **Port Community Arts Centre Inc**

## **Code of Conduct**

**In our organisation, we will treat each other and our customers with respect and courtesy by:**

- Communicating with people politely and with respect
- respecting rules and guidelines
- ensuring a discrimination and sexual harassment free workplace.

**In our organisation, the Board will:**

- make decisions that are fair, consistent, and impartial
- deal with issues and problems promptly and effectively.

**In our organisation, we will work together positively by:**

- being a reliable team member
- doing our fair share of the work
- listening to others and using appropriate language
- respecting the differences individuals can bring to a team.

**The following behaviours do not have a place in our organisation:**

- teasing, putting people down
- shouting or yelling at people
- unwelcome comments about a person's personal life
- suggestive behaviours such as leering or wolf-whistling
  - offensive jokes based on sexual reference, or a person's race, disability, pregnancy, age, religion, marital status, sexual orientation, gender identity, intersex status or physical appearance
- physical contact, such as touching or fondling
- indecent physical and verbal assault
- overt-threatening behaviour.

If you experience or witness any of these behaviours taking place in our Organisation, please contact the Board at [mail@portcommunityartscentre.com.au](mailto:mail@portcommunityartscentre.com.au) stating that you have a Code of Conduct issue to discuss. A Board member will contact you.

Workshop tutors must comply with the PCAC Code of Conduct.

**If you believe that your rights have been violated, or if you have encountered any behaviour that goes against PCAC's Code of Conduct, please consider the following options:**

**Option 1: Self help**

- Talk to the person yourself about the problem, if you feel comfortable and able to do so.

**Option 2: Seeking information**

- For confidential information and advice on what to do, call the South Australian Equal Opportunity Commission.

**Option 3: Asking management to act**

- To get the complaint resolved, contact the Board at [mail@portcommunityartscentre.com.au](mailto:mail@portcommunityartscentre.com.au) stating that you have a Code of Conduct issue to discuss. A Board member will contact you and you can explain what you want to happen to resolve this complaint.
- If you are not happy with the way your complaint is being treated go to option 4.

**Option 4: Asking for help elsewhere**

- If you are not satisfied with the way your complaint is being treated, you can get advice from any of the following places: South Australian Equal Opportunity Commission  
Telephone 8207 1977  
Website [www.eoc.sa.gov.au](http://www.eoc.sa.gov.au)