BSO Code of Conduct.

1. Introduction

The future of the performing arts must be united by a common purpose, which mutually share our gains and losses.
No player, conductor or Committee member works in isolation, no patrons and population observe successful performances without the focused cooperation of the entire company.

Our vision is that all Ballarat Symphony Orchestra (BSO) members develop a lasting bond in united collaboration with one another based on trust, care, and mutual respect, in delivering the highest standards of performance possible.

Our purpose is to build and strengthen member and patron relationships, thus supporting our local community by demonstrating that we, as worthy representatives, are fully capable of our wider responsibilities to the performing arts industry and our audiences.

BSO events are organised by the BSO Committee and Conductor. As a not-for-profit, volunteer organisation, BSO members are responsible for facilitating the smooth running of their events and upholding high legal and ethical standards.

2. Purpose of the code

To establish expectations for professional conduct among BSO members and collaborators. It is a principles-based document providing general guidance to influence conduct.

3. Main Principles

- BSO commits to promote a safe, supportive, respectful, and productive environment for all involved.
- BSO always expects courtesy and co-operation.
- BSO strives towards achieving the highest collective artistic standards possible in an endeavor which is by nature reliant on teamwork and diligence.
- Volunteers and members of the Orchestra are requested to respect:
    - each other as musicians and as individuals
    - that children will be supported to express their culture and enjoy their cultural rights
    - all individuals, including senior citizens and musicians requiring additional physical or cognitive support
    - members of the Committee elected by the members at the Annual General Meeting
    - guest players and performers
    - any others providing services to the Orchestra.

4. Code of Conduct

We take appropriate behaviour seriously. Respect includes courteous conduct and speech, cooperation with and support of BSO colleagues, absence of any form of harassment, and respect for privacy.

In addition to abiding by Australian legislation, reasonable judgment and ethics guides acceptable conduct. If there is a question about proper conduct for yourself or another, the matter should be brought, in writing, to the attention of the BSO Secretary, who will make relevant determinations with Committee.

If there is a breach of the following general expectations, disciplinary action may be taken. If the breach of conduct is of a legal nature, it will be addressed in accordance with relevant Federal, State, or local government laws.

5. Child Safety Compliance

All members, staff, and volunteers must strictly adhere to the orchestra's separate Child Safety Code of Conduct. Breaches of child safety requirements, boundaries, or failure to uphold Victorian Child Safe Standards constitute a severe breach of this General Code of Conduct. Any such breaches will be handled with the highest priority in accordance with our Child Safety Policy and Wellbeing Suite, and will be reported immediately to relevant Victorian authorities and the Social Services Regulator (SSR) as required by law.

6. General expectations

Expectations of BSO members include but are not limited to:

- Adhering to all BSO policies, compliance with all relevant legislation, and displaying themselves to be a true example of the integrity and professional reputation of the BSO.

- Adhering to the fundamentals of professionalism including:
    - punctuality, respect, and teamwork.
    - Adhering to the fundamentals of professionalism including punctuality, respect, teamwork, honesty, integrity, preparation of assigned parts, and honouring attendance as required.
    - accountability - being open to feedback and responding appropriately.

- Responsibly taking further accountability in:
    - Awareness of one's own actions toward others and awareness of actions of members toward each other.
    - Raising concerns immediately for any behaviours which jeopardise the welfare and safety of any person, or prohibited behaviours including bullying, discrimination, or harassment, toward oneself or witnessed toward others.
    - Raising concerns over inappropriate/offensive comments or behaviours either directly with the person (in a responsible manner) and/or via the appropriate form available from our website.
    - Actively supporting, encouraging, and upholding an environment that values fairness and ethical conduct.
    - Treating everyone with respect, courtesy, and sensitivity, considering people's individual experiences and views.

- Abiding by all general expectations when:
    - representing or engaging in any BSO run activity
    - representing or using material such as photos of others obtained during activities performed by the BSO, such as via social media.
    - travelling or on tour on behalf of the BSO.

- Assisting and supporting the Committee by:
    - respecting the decisions it is obliged to make.
    - undertaking relevant training, when possible, as required by the BSO – eg: Child Safety.
    - being aware of potential conflicts of interest and disclose any such conflict, or perceived conflict to the Committee.
    - Active involvement and participation in general BSO operations and assistance when possible is encouraged, such as:
        - attending the Annual General Meeting (AGM) once per year.
        - assisting with fundraising or general activities.
        - joining Committee or perhaps a subcommittee for a while.
        - offering new ideas and suggestions.

7. Prohibited behaviours:
Discrimination, bullying & harassment, dishonesty, theft, substance abuse, and child safety breaches are strictly prohibited. **Disciplinary action will be taken against anyone who:**

- Discriminates against, bullies, or harasses another Member, Member of the Committee of Management, or Employee for any reason.
- Engages in racism of any kind, staff and volunteers will act on incidents of racism.
- Engages in fighting or disorderly conduct.
- Willfully damages or steals items belonging to BSO, its Members, Committee, or Employees.
- Is involved in BSO activities while intoxicated or under the influence of controlled or illegal substances or brings such substances to BSO activities.
- Engages in behavior that violates child safety boundaries, cross-communication rules, or grooming protections outlined in the Child Safety Code of Conduct.
- Provides false or misleading information in relation to the BSO or its members or engages in behaviour which may harm members or bring BSO into disrepute.

Privacy and Confidentiality
BSO Committee and subcommittee members will:

- Ensure secure storage of personal information provided by a client, Member, or Member of the Committee of Management, taking reasonable steps to protect it against loss, unauthorised access, modification, or disclosure.
- Use personal information only for the purposes for which it was collected and secure explicit consent before disclosing it to a third party.
- Keep information about all service provisions confidential and maintain strict confidentiality of private matters pertaining to members involved in Committee deliberations.

In Conclusion
The Ballarat Symphony Orchestra has been in operation for over 30 years. Ours is a community Orchestra that we believe reflects inclusive community values and expectations. Your input is valuable and your ongoing support and commitment to the BSO organisation Code of Conduct is vital to its longevity.

Contact:
BSO Committee Secretary: bsovp19@gmail.com

All BSO policies with links:

- BSO Complaints Procedure – *See Link*
- BSO Code of Conduct *See Link*
- BSO OH&S Policy – *See Link*
- BSO Social Media Guidelines – *See Link*
- Student Participation Policy – *See Link*
- Child Safety Policy and Wellbeing Suite: *See Link*
- Child Safety Code of Conduct *See Link*
- Conflict of Interest Policy *See Link*

Member Acknowledgement
By signing below, I acknowledge that I have fully read, understood, and agree to abide by the BSO Code of Conduct policy, including our shared obligations to child safety and community wellbeing.

Name (Please Print) …..……...

Signature…… Date……

Date of Document: 8/9/2024
Reviewed and Updated for SSR (Social Services Regulator) Compliance: 9/9/2026