

# POLICY HANDBOOK

## **Tall & Short Theatre Co Incorporated**

**ABN:** 69 861 052 356

**Registration Number:** INC2400038

**APPROVED** by the Management Committee of Tall & Short Theatre Co Incorporated July 2025.

# CONTENTS

|   |    |
|---|----|
| <u>Code of Conduct</u>  | 3  |
| <u>Inclusion &amp; Anti-Discrimination Policy</u>             | 4  |
| <u>Work Health &amp; Safety (WHS) and Psychosocial Safety</u> | 5  |
| <u>Volunteer Policy</u>                                       | 6  |
| <u>Membership Policy</u>                                      | 7  |
| <u>Production Commitment</u>                                  | 9  |
| <u>Production Team Expectations</u>                           | 10 |
| <u>Conflict of Interest Policy</u>                            | 11 |
| <u>Financial Transparency &amp; Reimbursement Policy</u>      | 12 |
| <u>Sponsorship &amp; Donations Policy</u>                     | 13 |
| <u>Confidentiality Agreement</u>                              | 14 |
| <u>Drug &amp; Alcohol Policy</u>                              | 15 |
| <u>Liability &amp; Indemnity Waiver</u>                       | 16 |
| <u>Media Consent</u>  | 17 |
| <u>Social Media &amp; Communications Guidelines</u>           | 18 |
| <u>Grievance Policy</u>                                       | 19 |

## **Code of Conduct**

*(Supersedes Conduct of Conduct & Ethics dated 2024)*

### **Purpose**

This Code of Conduct outlines the standards of behaviour expected from all members of Tall & Short Theatre Co Inc., including cast, crew, creatives, committee members, and volunteers. The Code of Conduct applies when undertaking all activities associated with engagement with Tall & Short Theatre Co Inc. such as but not limited to rehearsals, performances, working bee and/or social events or functions.

### **Respect & Integrity**

- Treat everyone with dignity, fairness and kindness, regardless of role or background.
- Communicate openly and respectfully — in person, online and during all theatre-related activities.
- Promote a culture of encouragement, collaboration, and positive contribution.

### **Safety & Inclusion**

- Maintain a safe and welcoming space, free from bullying, intimidation, discrimination or exclusion.
- Uphold all organisational policies.
- Respect physical, emotional and psychological boundaries of others at all times.

### **Professionalism & Responsibility**

- Arrive on time and fully prepared for all activities.
- Accept and follow reasonable directions from supervisors, directors, or committee members.
- Take care of Tall & Short Theatre Co Inc. property and report any damage or hazards promptly.
- Avoid behaviour that could bring Tall & Short Theatre Co Inc into disrepute, including online.

### **Attendance & Participation**

- Notify relevant Production Team members of any absences as early as possible.
- Commit fully to your role and responsibilities and promote a spirit of collegiality.
- Respect the overall vision of the production and creative decisions made by the Production Team.

### **Consequences for Breach**

Failure to uphold this Code of Conduct may result in formal discussion, removal from a production, or further action at the discretion of the Management Committee.

### **Agreement**

By signing below, I confirm that I have read the above Code of Conduct and agree to uphold this Code of Conduct at all times while representing Tall & Short Theatre Co Inc.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).  
If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*



## Inclusion & Anti-Discrimination Policy

### **Our Commitment**

Tall & Short Theatre Co Inc. is committed to fostering an environment where all individuals feel welcomed, represented, and empowered to participate fully in community theatre. We believe diversity strengthens storytelling and that theatre should reflect and celebrate the communities we serve.

### **Inclusive Casting & Participation**

- We aim for at least 25% of all casts, production teams, and creative contributors to reflect a broad and inclusive range of lived experiences.
- This includes, but is not limited to, people of diverse cultural backgrounds, gender identities, sexual orientations, ages, body types, and those living with disability or mental health challenges.
- We actively encourage participation from those underrepresented in mainstream theatre and commit to removing barriers wherever possible.

### **Zero Tolerance for Discrimination**

- Discrimination, bullying, or harassment based on race, gender, sexuality, ability, age, religion, or any other protected attribute will not be tolerated.
- Anyone found to be in breach of this policy may be subject to removal from the production and/or disciplinary review by the Management Committee.

### **Inclusive Practice**

- Pronouns, access needs, and individual identities will be respected at all times.
- Communication, materials, and artistic practice should be accessible, affirming, and culturally sensitive.
- Tall & Short Theatre Co Inc. will provide clear avenues for concerns to be raised confidentially and addressed appropriately.

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).  
If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*

## **Work Health & Safety (WHS) and Psychosocial Safety**

### **Purpose**

Tall & Short Theatre Co Inc. is committed to providing a safe, respectful, and supportive environment for all cast, crew, creatives, committee members, and volunteers. This includes physical safety and the protection of psychological and emotional wellbeing.

### **Physical Safety**

- All members must follow reasonable safety procedures and instructions during rehearsals, performances, and bump-in/out.
- Any use of equipment, rigging, staging, props, or effects (e.g. rain, water, fog) must follow safe practices as approved by the Production Team and venue guidelines.
- Hazards or injuries must be reported promptly to the Stage Manager or Management Committee.
- 

### **Emergency Procedures**

- Tall & Short Theatre Co Inc. will ensure each venue has clear procedures in place for fire, evacuation, and first aid.
- Cast and crew will be briefed as required at the start of each bump-in, rehearsal period, or public performance.
- 

### **Psychosocial Safety**

Tall & Short Theatre Co Inc. recognises the importance of creating a psychologically safe environment, where individuals feel:

- Respected and included
- Able to express concerns, questions, and ideas without fear of ridicule or retaliation
- Protected from bullying, gaslighting, exclusion, or harassment

Concerns, discomfort, or emotional harm should be raised confidentially with the Stage Manager, Director or Committee Member. All concerns will be addressed seriously, and appropriate support or mediation will be offered where needed.

### **Fatigue, Mental Health & Boundaries**

- Breaks will be built into long rehearsals or production days.
- Members are encouraged to speak up if experiencing fatigue, stress, or personal challenges affecting their wellbeing.
- Respect for personal boundaries is a shared responsibility of all involved.

### **Children & Young People**

Tall & Short Theatre Co Inc. does not engage children or young people (under 18) in its productions or activities. Should this change, the Tall & Short Theatre Co Inc. will implement a full Child Safe Policy in accordance with the NSW Children's Guardian for Child Safe Organisations and relevant legislation.

### **Breaches & Responsibility**

- Everyone has a duty of care to maintain a safe and respectful environment.
- Serious safety breaches may result in disciplinary action or removal from the production.
- The Management Committee holds ultimate responsibility for WHS compliance and support structures.

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).  
If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*

## Volunteer Policy

### **Purpose**

Tall & Short Theatre Co Inc. is proud to work alongside volunteers who contribute to the success of our productions and community events. This policy outlines how we support, engage, and protect volunteers in line with our values of community, inclusivity, and professionalism.

**Definition of a Volunteer:** A volunteer is any person who offers their time and skills freely, without financial compensation, to assist the Tall & Short Theatre Co Inc. in delivering its activities, events or productions.

### **Rights of Volunteers**

All volunteers have the right to:

- Be treated with respect, courtesy, and fairness.
- Work in a safe and inclusive environment.
- Be provided with clear instructions and support.
- Be acknowledged and appreciated for their contributions.
- Say no or set boundaries without fear of criticism or exclusion.
- Raise concerns confidentially.

### **Responsibilities of Volunteers**

Volunteers are expected to:

- Arrive on time and communicate if they are unable to attend.
- Follow the guidance of the designated supervisor (e.g. FOH Coordinator, Stage Manager)
- Comply with Tall & Short Theatre Co Inc. policies, including WHS, Inclusion and Code of Conduct.
- Treat others with respect and uphold the inclusive, community-first values of Tall & Short Theatre Co Inc.
- Maintain confidentiality regarding internal matters or sensitive information.

### **Volunteer Safety & Wellbeing**

- Volunteers will be briefed on safety procedures relevant to their role and venue.
- Volunteers are encouraged to speak up if they feel unsafe, overwhelmed, or disrespected at any time.
- All volunteers are covered under the Company's duty of care and must not be asked to perform tasks they are uncomfortable with or untrained for.

### **Reimbursement & Benefits**

While volunteer roles are unpaid, we may offer light refreshments, production access, or other gestures of appreciation at the discretion of the Management Committee. Volunteers are not expected to cover out-of-pocket expenses unless agreed in advance.

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).  
If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*

## Membership Policy

### **Purpose**

This policy outlines the structure, responsibilities, and benefits of membership with Tall & Short Theatre Co Inc. It ensures transparency, consistency, and fair access to participation in the Tall & Short Theatre Co Inc. activities.

### **Eligibility for Membership**

Membership is open to individuals aged 18 and over who support the purpose, values, and Constitution of Tall & Short Theatre Co Inc. All members agree to abide by Tall & Short Theatre Co Inc. Code of Conduct, policies, and any reasonable direction of the Committee.

### **Membership Levels**

#### i. Standard Member

For individuals who wish to participate in productions or engage with the Company at a leadership or production team level.

Includes:

- Voting rights at General Meetings
- Eligibility to participate in productions in a Production Team capacity
- Ability to nominate for Committee positions
- Member communications and updates
- Annual fee as determined by the Committee

#### ii. Performance Member

Required for cast, crew, and volunteers involved in a specific production.

Includes:

- Access to participate in rehearsals, performances, and production activities
- Member communications and updates during the production period
- Production participation fee per show, covering venue, tech, design, licensing, etc.
- Membership is active for the duration of that production only
- Fee as determined by the Committee

#### iii. Supporter Member (Non-Participating Member)

For individuals who wish to support the Company's mission and stay connected, without voting or performing involvement.

Includes:

- Access to newsletters, announcements, and selected events
- Early access to ticket sales or invitations (where applicable)
- *No voting rights or production eligibility*
- May update their membership level at any time
- Fee as determined by the Committee

#### iv. Life Member (Honorary)

Awarded at the discretion of the Committee to individuals who have made an exceptional, long-term contribution to the Company.

Includes:

- Lifetime access to all Company Member benefits
- No annual or production fee
- Voting rights at General Meetings
- May be invited to represent the Company at events or receive formal recognition

**Application & Renewal**

- All members must complete an application or renewal form and pay any applicable fees.
- Membership is valid from 1 January to 31 December each year, unless otherwise specified (e.g. Performance Membership).
- Members must keep contact information up to date with the Committee.
- Reminders will be issued at the end of each year for renewal.

**Responsibilities of Members**

All members are expected to:

- Abide by the Constitution and policies of Tall & Short Theatre Co Inc.
- Act respectfully and professionally in all Tall & Short Theatre Co Inc. matters
- Support a culture of inclusivity, collaboration, and safety
- Notify the Committee of any concerns, changes in availability, or inability to comply with membership expectations

**Suspension or Termination of Membership**

Membership may be suspended or revoked if a member:

- Breaches Tall & Short Theatre Co Inc.'s Constitution, Code of Conduct, or any active policy
- Acts in a way that brings Tall & Short Theatre Co Inc. into disrepute
- Fails to pay the applicable fees after reasonable notice

Affected members will be given a reasonable opportunity to respond before any action is finalised.

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).  
If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*

## **Production Commitment**

*(Supersedes Commitment to Production dated 2024)*

### **Purpose**

Tall & Short Theatre Co Inc. is a values-led, community-based theatre organisation. This agreement outlines the expectations of all individuals participating in a production, ensuring clarity, professionalism, and shared responsibility. Everyone's contribution is vital to the success of our shows.

### **Membership**

All cast and production team members are required to be current financial members of Tall & Short Theatre Co Inc. for insurance and governance purposes.

### **Personal Commitment**

By joining this production, I agree to:

- Commit fully to my role, including rehearsing and preparing outside of scheduled sessions.
- Actively contribute to the artistic process and support a positive rehearsal environment.
- Treat all team members with respect, including cast, creatives, crew and volunteers.
- Follow direction and respect all creative and administrative decisions made by the production team and Committee.
- Represent the values of Tall & Short Theatre Co Inc. both on and off the stage.
- Actively contribute to the marketing and promotion of the production through social media, word-of-mouth, and within my networks.

### **Rehearsals & Attendance**

- I will attend all rehearsals and performances as scheduled unless I have received written approval otherwise.
- I will notify the Stage Manager or Production Manager as soon as possible if I am unavailable.
- I understand that unexplained absences, repeated lateness, or disengagement may result in removal from the production.
- I agree to disclose all known schedule conflicts at the time of auditions or acceptance of a role.

### **Voluntary Involvement**

- I acknowledge that my involvement is voluntary and unpaid and accept that I may incur personal costs (e.g. travel, meals, accommodations, costume elements etc.) and will not be reimbursed unless agreed in writing otherwise and prior to incurring such fees.

### **Policy Compliance**

I agree to abide by all current and future policies of Tall & Short Theatre Co Inc.

### **Agreement**

By signing below, I confirm that I have read and understood this Participation & Commitment Agreement and agree to uphold the expectations outlined.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).  
If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*

## **Production Team Expectations**

### **Purpose**

This policy outlines the expected standards of conduct and communication for all production team members working with Tall & Short Theatre Co Inc.

### **Professionalism & Conduct**

- Treat all cast, crew, creatives, and volunteers with courtesy, respect, and fairness.
- Lead by example, upholding Tall & Short Theatre Co Inc.'s values of inclusivity, growth, and collaboration.
- Foster a rehearsal environment that is safe, encouraging, and artistically focused.
- Avoid gossip, favouritism, and any behaviour that could be perceived as bullying or discrimination.

### **Communication & Collaboration**

- Communicate clearly, consistently, and respectfully with your team and cast.
- Be proactive in addressing concerns by raising issues with your Department Head, Director, or the Management Committee.
- Support the collective vision of the production, even when contributing individual ideas.
- Respond to emails and messages in a timely manner.

### **Attendance & Availability**

- Attend all required rehearsals, production meetings, tech week, and performances as agreed in your MOU or role outline.
- Notify the Director or Stage Manager as early as possible if unavailable.
- Respect and adhere to all scheduling decisions made by the Production and Management Committees.

### **Confidentiality & Integrity**

- Keep rehearsal room matters, internal communication and private discussions as a Production Team member confidential.
- Avoid discussing casting decisions, conflicts or internal issues with any person outside the Production Team or Management Committee.

### **Breach of Expectations**

Failure to meet these expectations may result in a formal discussion, and in serious cases, removal from the production or review of your continued role by the Management Committee.

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).  
If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*



## Conflict of Interest Policy

### **Purpose**

The purpose of this policy is to ensure all decisions made on behalf of Tall & Short Theatre Co Inc. are transparent, fair, and made in the best interest of the organisation and its community. It provides guidance on identifying and managing actual, potential, or perceived conflicts of interest.

### **Scope**

This policy applies to all:

- Committee members
- Subcommittees
- Production team members
- Individuals involved in casting, hiring, procurement, or financial decisions

### **What Is a Conflict of Interest?**

A conflict of interest occurs when a person's personal interests, including relationships, financial gain or professional affiliations, could improperly influence, or be seen to influence, their decisions or actions on behalf of Tall & Short Theatre Co Inc.

Examples include (but are not limited to):

- Being involved in casting decisions where a close friend or partner is auditioning
- Selecting a vendor/supplier where you or a family member would benefit financially
- Voting on Committee matters that affect a company you are employed by
- Hiring or recommending someone for a paid or volunteer role where there is a personal connection

### **Disclosure Obligations**

All individuals in decision-making roles must:

- Disclose any actual, potential, or perceived conflict of interest as soon as it arises
- Notify the Chairperson, Stage Manager, or Management Committee (as appropriate) in writing or in a meeting
- Remove themselves from related discussions or decision-making unless agreed otherwise by the Committee

*NOTE: Disclosures will be recorded in meeting minutes or relevant internal logs.*

### **Managing Conflicts**

Upon disclosure, the Management Committee may:

- Allow participation with transparency
- Ask the individual to abstain from voting or discussions
- Request the person step back from a decision or process entirely
- Review if ongoing involvement is appropriate

*NOTE: The decision will depend on the risk, nature, and level of influence the individual holds.*

### **Breaches**

Failing to declare a conflict of interest may result in:

- Formal warning or written notice
- Removal from a role or Committee position
- Further action as deemed appropriate by the Management Committee

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).  
If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*

## **Financial Transparency & Reimbursement Policy**

### **Purpose**

This policy outlines how financial matters, reimbursements, and out-of-pocket expenses are managed within Tall & Short Theatre Co Inc.

### **General Principles**

- As a not-for-profit organisation, all expenditure must be reasonable, justified, and aligned with the production or operational needs of Tall & Short Theatre Co Inc.
- All financial decisions are overseen by the Management Committee.

### **Reimbursements**

- Reimbursements may be available for purchases made on behalf of Tall & Short Theatre Co Inc. only with prior approval from a Committee member.
- To claim a reimbursement, you must:
  - Submit original tax invoices or receipts
  - Clearly note what the item was for (e.g. “Velcro strips – props dept – Singin ’In The Rain”)
  - Email or submit to [committee@tstheatreco.com](mailto:committee@tstheatreco.com) with your full name and bank details (if not already on file)
- Claims must be submitted within 14 days of purchase unless otherwise approved.
- Tall & Short Theatre Co Inc. reserves the right not to proceed with reimbursements outside of the 14 day period and if the above criteria is not met.

### **What Will Be Reimbursed**

Approved costs may include:

- Props, costumes, or set pieces
- Printing or production materials
- Venue-related expenses
- Workshop materials
- Pre-agreed catering or refreshments
- Other essential operational items with clear production relevance

### **What Will Not Be Reimbursed**

- Purchases made without prior approval
- Alcohol, personal items, or excessive/duplicate materials
- Fuel, transport, or travel unless pre-approved or part of a formal agreement
- Items not directly linked to Tall & Short Theatre Co Inc. activities or productions

### **Budgets & Limits**

- Individual departments or productions may be assigned a spending cap or budget. It is your responsibility to track your purchases within that limit.
- Over-budget spending may not be reimbursed unless pre-cleared by the Management Committee.

### **Transparency**

All spending is reported to and reviewed by the Committee. Financial decisions will be made with fairness, equity, and the sustainability of the organisation in mind.

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).  
If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*

## Sponsorship & Donations Policy

### **Purpose**

This policy outlines the principles, processes, and responsibilities for managing donations and sponsorships received by Tall & Short Theatre Co Inc. It ensures all income is handled ethically, transparently and in alignment with Tall & Short Theatre Co Inc.'s charitable status and DGR endorsement.

### **Definitions**

**Donation:** A voluntary gift of money or property made with no expectation of material benefit. Donations over \$2 may be tax-deductible through the Tall & Short Theatre Co Inc. Gift Fund.

**Sponsorship:** A commercial arrangement in which Tall & Short Theatre Co Inc. receives financial or in-kind support in exchange for agreed recognition, benefits, or promotional opportunities.

### **Donations**

- All gifts made to support Tall & Short Theatre Co Inc.'s charitable purpose will be credited to the Tall & Short Theatre Co Inc. Gift Fund.
- Receipts for tax-deductible donations will include Tall & Short Theatre Co Inc. name, ABN, and a statement that the donation is a gift.
- Donations must be unconditional and not tied to specific individuals (e.g. cannot fund a cast member's participation).
- Donors will not receive personal or private benefits in exchange for their donation.
- Donor recognition may include program listings, verbal acknowledgements, or invitations to events — but must not compromise the organisation's integrity, independence, or public benefit.

### **Sponsorship**

- All sponsorships must be reviewed and approved by the Management Committee to ensure alignment with Tall & Short Theatre Co Inc.'s values and purpose.
- A Sponsorship Agreement will outline the terms, benefits, duration, and mutual expectations.
- Sponsorship must not create conflicts of interest, interfere with artistic or operational decisions, or imply endorsement of political or religious views.
- In-kind support (e.g. venue use, advertising, goods) will be valued at fair market rate for transparency.

### **Use of Funds**

- Funds raised via sponsorship or donation will be used only for the principal purpose of Tall & Short Theatre Co Inc., including production costs, venue hire, artist development, and community engagement.
- No funds from the Gift Fund will be used for personal benefit, political donations, or activities outside the organisation's charitable scope.

### **Acknowledgement and Recognition**

Tall & Short Theatre Co Inc. may publicly acknowledge donors and sponsors through:

- Show programs, posters, or digital media
- Verbal acknowledgements at events
- Invitations to opening nights or sponsor functions

*Recognition will always be proportionate, tasteful, and appropriate to the contribution received.*

### **Transparency & Record-Keeping**

- The Committee will ensure that all gifts and sponsorships are clearly recorded, receipted, and reported in Tall & Short Theatre Co Inc.'s financial records.
- The Company's Gift Fund will be audited in line with ATO and ACNC requirements.
- Information about sponsorships or major donations will be made available on request or at General Meetings where required.

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).  
If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*

## Confidentiality Agreement

### **Purpose**

This agreement outlines expectations around confidentiality for all individuals involved in a Tall & Short Theatre Co Inc. production. It ensures trust, professionalism, and the protection of sensitive information.

### **What You Must Keep Confidential**

You agree to maintain confidentiality regarding all internal and production-related matters, including but not limited to:

- Artistic content: Scripts, musical arrangements, choreography, design concepts, and blocking/staging.
- Rehearsals & casting: Audition notes, casting decisions, rehearsal processes, and performance readiness.
- Tall & Short Theatre Co Inc. operations: Financial, legal, administrative, or business information.
- Personal matters: Details relating to other cast, crew, creatives, and volunteers, including disputes, medical disclosures, or private conversations.
- Internal communications: Any emails, documents, or messages not intended for public distribution.

### **What This Means in Practice**

- Do not share private rehearsal footage, emails, or planning materials without written permission.
- Do not discuss internal disagreements, personnel issues, or casting choices outside of official Tall & Short Theatre Co Inc. meetings.
- Do not speak on behalf of Tall & Short Theatre Co Inc. unless authorised.

### **Breaches**

Any breach of confidentiality may result in immediate removal from the production and/or further action at the discretion of the Management Committee.

***This confidentiality obligation continues indefinitely, even after the production concludes.***

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).  
If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*

## Drug & Alcohol Policy

### **Purpose**

This policy outlines our expectations and responsibilities regarding the use of alcohol and drugs in relation to Tall & Short Theatre Co Inc. activities.

### **Scope**

This policy applies to all individuals involved with Tall & Short Theatre Co Inc., including performers, musicians, crew members, creatives, committee members, volunteers, and contractors (“Participants”), during all rehearsals, performances, Tall & Short Theatre Co Inc. events, or while representing the organisation.

### **Alcohol Use**

- Participants must not be under the influence of alcohol during rehearsals, performances, bump-ins/outs, or other official Tall & Short Theatre Co Inc. activities.
- Tall & Short Theatre Co Inc. is at liberty to provide limited and controlled access to alcohol at events (e.g. opening night celebrations or special functions) under the following conditions:
  - Service is supervised by someone holding a current Responsible Service of Alcohol (RSA) certification
  - Consumption complies with venue licensing rules and policies
  - Alcohol is offered to persons 18 years and over, in a limited and monitored capacity
- Alcohol must not be consumed:
  - Within 30 minutes of beginner’s call
  - During any part of a live performance or technical operation
  - In the presence of minors
  - While operating or supervising equipment, set pieces, or rigging
- Participants are expected to:
  - Know their limits and act responsibly
  - Plan ahead for safe transport
  - Avoid disruptive, inappropriate, or unsafe behaviour
  - Refrain from alcohol if they are scheduled to perform or manage technical equipment that day

### **Illicit Drug Use**

- The use, possession, manufacture, sale, or distribution of illicit drugs is *strictly prohibited* at all Tall & Short Theatre Co Inc. activities, venues, or events.
- No one is permitted to participate in Tall & Short Theatre Co Inc. activities while impaired by illicit substances and will be removed from the production effective immediately.

### **Prescription & Legal Drugs**

- Participants taking prescribed or over-the-counter medication that may affect their focus, balance, or behaviour must inform the Management Committee or Director privately and confidentially.
- This information will be treated with discretion and used to support safe participation.

### **Peer Responsibility**

All participants share a duty of care to maintain a safe space. If you are concerned that someone may be under the influence or unfit for duty:

- Take reasonable steps to minimise risk (e.g. remove them from operating equipment)
- Immediately notify the Director, Stage Manager, or a Committee member
- Concerns will be handled respectfully and confidentially

### **Breaches & Consequences**

If a breach of this policy occurs, Tall & Short Theatre Co Inc. reserves the right to take appropriate action, which may include:

- A formal warning
- Written or verbal apology
- Temporary removal or suspension
- Permanent removal from the production

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).  
If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*

## Liability & Indemnity Waiver

*(Supersedes Liability & Indemnity Waiver dated 2024)*

### Purpose

Participation in live performance and production activities carries inherent risks. This waiver outlines the responsibilities and liability conditions for individuals participating in activities run by Tall & Short Theatre Co Inc.

### Assumption of Risk

1. I acknowledge that participating in rehearsals, performances, technical operations, or other related activities may involve physical activity and a risk of personal injury or property damage.
2. I voluntarily accept all risks associated with my involvement and understand that despite Tall & Short Theatre Co Inc. taking reasonable precautions, accidents may occur.

### Waiver of Liability

By signing this agreement, I release and hold harmless Tall & Short Theatre Co Inc., its Committee Members, staff, production team, volunteers, and associated venues from any and all liability for:

- Personal injury, illness, or accident
- Loss or damage to personal property
- Any claims, actions, or causes of action arising from my participation in activities related to the Tall & Short Theatre Co Inc.

*NOTE: This waiver applies before, during, and after activities take place.*

### Responsibility & Conduct

I agree to:

- Follow all safety instructions and guidelines provided by Tall & Short Theatre Co Inc.
- Conduct myself responsibly in any rehearsal, performance, or backstage space
- Take responsibility for any damage I cause to venue property, equipment, or materials
- Report any unsafe conduct or conditions immediately to the Management Committee or relevant supervisor

***I understand that while Tall & Short Theatre Co Inc. holds appropriate public liability insurance, it does not provide personal health or property insurance for participants.***

### Agreement

By signing below, I confirm I have read and understood the Liability & Indemnity Waiver, and I accept all terms outlined.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).  
If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*



## **Media Consent**

*(Supersedes Media Consent dated 2024)*

### **Purpose**

This policy outlines how Tall & Short Theatre Co Inc. may collect and use photographs, video, and audio recordings of participants involved in productions, events, and activities conducted by Tall & Short Theatre Co Inc. It ensures informed consent and respectful use of all media.

### **Consent to Record**

By signing this agreement, you grant permission for Tall & Short Theatre Co Inc. and its authorised partners to:

- Capture photographs, video footage, and audio recordings of you.
- Use, reproduce, edit, and publish these images or recordings.
- Share them across various platforms including but not limited to social media, websites, printed promotional material, news articles and media coverage, archival and educational purposes.

### **Intended Use**

Media will be used for:

- Promoting Tall & Short Theatre Co Inc., its productions, events, and programs
- Documenting the artistic and community work of Tall & Short Theatre Co Inc.
- Creating resources and content to support Tall & Short Theatre Co Inc.'s mission

*We will not use any media in a way that misrepresents your involvement or causes harm or embarrassment.*

### **No Compensation**

You acknowledge that this consent is granted voluntarily and that you will not receive any payment, royalties, or further compensation for the use of your image or voice.

### **Opt-Out Process**

If you do not wish to be featured in specific promotional photos or videos (e.g. backstage, interviews), please email [committee@tstheatreco.com](mailto:committee@tstheatreco.com) to request limitations.

Please note: Due to the nature of live theatre and full-cast production photography, exclusion from all imagery during public performances may not be possible. Photos taken during performances or full-cast calls may still be used for archival and marketing purposes.

*We will do our best to respect requests and accommodate where reasonable, while balancing the needs of the production and Tall & Short Theatre Co Inc.*

### **Agreement**

By signing below, I acknowledge that I have read and understood the above Media Consent Policy, and I agree to the terms set out.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).  
If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*

## Social Media & Communications Guidelines

### **Purpose**

This policy ensures communications connected to Tall & Short Theatre Co Inc. reflect our values of respect, professionalism, inclusivity and community spirit.

### **Representation of the Company**

- Only authorised members of the Committee or Marketing Team may post on official Tall & Short Theatre Co Inc. channels.
- Any posts, comments, or online content that involve Tall & Short Theatre Co Inc. (tagged or untagged) should uphold Tall & Short Theatre Co Inc.'s reputation and align with our values.
- Production team members and cast are encouraged to promote Tall & Short Theatre Co Inc. positively and respectfully.

### **Personal Accounts**

- You may post about your involvement in a Tall & Short Theatre Co Inc. production but must not:
  - Share internal communications, behind-the-scenes conflict, or unapproved media.
  - Misrepresent Tall & Short Theatre Co Inc., decisions, or other members of the cast/team.
  - Share sensitive details (e.g. casting decisions, rehearsal footage, internal schedules) without express permission.
- Avoid engaging in online behaviour that could be considered discriminatory, offensive, or harmful, particularly when identifying as a Tall & Short Theatre Co Inc. team member.

### **Communication Conduct**

- All emails, messages, and in-person discussions must be respectful and professional.
- Avoid gossip, passive-aggressive comments, or public airing of grievances.
- Concerns should be raised privately with the appropriate supervisor or the Management Committee.
- Tall & Short Theatre Co Inc. will do all things necessary to ensure online group chats involving a Tall & Short Theatre Co Inc. representative as the Admin or Creator, remain compliant with the Code of Conduct and other Tall & Short Theatre Co Inc. policies.

*Tall & Short Theatre Co Inc. encourage all participants that interact online to be aware of their conduct and how such behaviour can be perceived.*

### **Breach of Guidelines**

Failure to comply with these guidelines may result in a formal warning, removal from social platforms, or dismissal from the production.

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).*

*If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*



## Grievance Policy

### **Purpose**

This policy ensures that grievances are handled fairly, transparently and in accordance with Tall & Short Theatre Co Inc.'s governance structure.

### **Scope**

This policy applies to all individuals involved in Tall & Short Theatre Co Inc., including:

- Committee members and executives
- Performers, directors, and crew
- Volunteers and staff
- Patrons and audience members (where relevant)

This policy covers grievances related to:

- Conduct of members, including bullying, harassment, discrimination, or misconduct
- Disputes over decisions made by the Management Committee or Production Team
- Concerns about governance, policy breaches, or ethical issues
- Any matter affecting a member's ability to participate safely and fairly
- Grievances raised must be personal to the Member raising the grievance and Tall & Short Theatre Co Inc. are at liberty to dismiss any grievance raised on behalf of another.

### **Governance & Responsibility**

Tall & Short Theatre Co Inc.'s **Management Committee** oversees the grievance process, with specific roles as follows:

- **President/Director:** Provides leadership but must recuse themselves if they are the subject of a complaint.
- **Vice President:** Acts as a neutral party in reviewing grievances if the President is involved.
- **Secretary:** Maintains records of grievances while ensuring confidentiality.
- **Complaints Officer (if applicable):** A designated neutral committee member who handles initial complaints.
- **Full Committee:** Responsible for formal investigations and decision-making.

If the grievance concerns a **committee member**, including the **President/Director**, an **external mediator** may be engaged at the discretion and decision of the **full committee** following review of the circumstances in which the grievance has been raised. Any committee member identified as the respondent to a complaint must recuse themselves.

### Grievance Process

#### **Step 1: Informal Resolution**

1. Members are encouraged to resolve minor disputes directly, where possible. Tall & Short Theatre Co Inc. can facilitate discussion between members for such disputes.
2. If this is not appropriate or unsuccessful, the member may raise the matter formally.

#### **Step 2: Lodging a Formal Complaint**

1. Complaints must be submitted in writing to the **Secretary** using the email address [committee@tstheatreco.com](mailto:committee@tstheatreco.com) and prescribed form (at the back of this Policy Handbook), and include:
  - A detailed description of the grievance
  - Context including date(s) and time(s), and any supporting evidence
  - Names of any witnesses (if applicable)
2. The complaint will be acknowledged in writing within **14 days** and escalated as needed.

#### **Step 3: Investigation & Mediation**

1. The **Full Committee (excluding any conflicted members)** will review the complaint and determine:
  - If the complaint is vexatious and trivial.
  - If informal mediation can resolve the issue.
  - If a formal investigation is required including appointing a **Complaints Officer** and considering whether an external mediator is necessary.
2. If a formal investigation proceeds:

- You (the Complainant) will be invited for a confidential meeting to discuss your complaint in further details and can elect to participate.
- The Respondent will be given a chance to respond and will be made aware of the complaints raised.
- Witnesses may be interviewed.
- Confidentiality will be maintained throughout the process.

#### **Step 4: Decision & Outcome**

1. After reviewing all information, the **Full Committee** will decide on an appropriate outcome, which may include:
  - No further action (if the complaint is unsubstantiated)
  - Mediation or conflict resolution
  - A formal warning to the Respondent
  - Suspension or removal of a member under Tall & Short Theatre Co Inc.'s Constitution & Policies
2. The decision will be communicated to all involved parties in writing within a reasonable timeframe from the commencement of the investigation process. Tall & Short Theatre Co Inc. aim to provide a formal response within 6 weeks from receipt of your complaint but are not bound by any strict timeframes noting our Committee Members are volunteers and substantial care and consideration is required to ensure your grievance is dealt with sensitively and with utmost seriousness.

#### **Step 5: Appeals**

1. If a Complainant and/or Respondent is dissatisfied with the outcome, they may submit a written appeal to the Secretary within **7 days**.
2. The appeal will be reviewed by:
  - An independent subcommittee, comprising at least three members elected by the Full Committee.
  - An external mediator if deemed necessary.

#### **External Mediation & Reporting**

If a grievance cannot be resolved internally, an independent body may be consulted.

#### **Confidentiality & Non-Retaliation**

- All grievances will be treated **confidentially** to protect those involved.
- Members will not face retaliation for raising grievances in good faith.

*Effective Date: July 2025*

*Review Date: July 2027 (This policy may be reviewed and updated by the Committee prior.)*

*If you have questions or concerns about this policy, please contact the Committee via [committee@tstheatreco.com](mailto:committee@tstheatreco.com).  
If you wish to lodge a complaint, please refer to the Grievance Policy for the appropriate process and reporting pathway.*

**Tall & Short Theatre Co Inc. Grievance Form****Complainant's Details**

Full Name: \_\_\_\_\_

Role (e.g., Cast, Crew, Committee Member): \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Details of the Grievance**

Date of Incident(s): \_\_\_\_\_

Location of Incident(s): \_\_\_\_\_

Person(s) Involved (if applicable): \_\_\_\_\_

Nature of the Grievance (Tick all that apply):

- Bullying or Harassment  
 Discrimination  
 Committee/Leadership Decision Dispute  
 Policy Breach or Governance Concern  
 Misconduct  
 Other (please specify): \_\_\_\_\_

**Description of the Grievance (Please provide as much detail as possible, including what happened, when, and any supporting evidence):****Names of Any Witnesses (if applicable):**

*Please note, the Full Committee reserves the right to contact any witnesses for their input in any investigation process, and you should ensure that explicit consent has been received by you to include their names in your grievance.*

**Section 3: Previous Actions Taken****Have you formally raised your concerns with any member of the Management Committee, prior to the submission of your grievance?**

- Yes       No

**Have you attempted to resolve this matter informally?**

- Yes (Please provide details):

- No (Please explain why not):

**Section 4: Desired Outcome**

What outcome are you seeking? (e.g., mediation, formal action, policy change, etc.)

**Section 5: Confidentiality & Consent**

Do you agree to the grievance being shared with the relevant committee members for review?

Yes             No (Please note this may limit the investigation process.)

Would you be open to mediation if required?

Yes             No

**Section 6: Declaration**

I declare that the information provided in this grievance form is accurate and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Next Steps**

1. Submit this form to our **Secretary** via email to
2. You will receive a written acknowledgment within **7 days**.
3. Your grievance will be reviewed, and you may be contacted for further information.

*IMPORTANT NOTE: Tall & Short Theatre Co Inc. are not bound to provide you with an outcome within a specified timeframe. However, Tall & Short Theatre Co Inc. will do all things necessary to ensure that the grievance process is not unnecessarily protracted and will endeavour to provide a formal response within 6 weeks from receipt of your complaint. This approximate timeframe is subject to the availability of the Management Committee.*

**END.**