



CODE OF CONDUCT

Policy Statement

The Royal South Street Society (RSSS) Code of Conduct establishes the standards of behaviour expected of everyone representing the organisation. It promotes a culture of integrity, respect, accountability, professionalism and child safety, ensuring all interactions reflect the values of RSSS and meet legislative and ethical obligations.

Everyone representing RSSS is expected to act with integrity, professionalism, accountability, respect, inclusion, cultural safety, fairness and transparency.

Purpose

This Code provides clear expectations for ethical, professional and respectful behaviour by all people representing RSSS. It supports a safe, inclusive and child-safe environment and complements the Child Safety & Wellbeing Policy.

Scope

This policy applies to all persons representing RSSS and is applicable in all offices, venues and settings. Personnel may include:

- Board Directors
- Discipline Chairs
- Committee Members
- Adjudicators
- Accompanists
- Guest Artists
- Event Officials
- Contractors
- Consultants
- Volunteers
- Employees
- Any individual representing RSSS

Definitions

Fair and Reasonable Treatment

Treating all personnel consistently, respectfully and equitably, recognising individual differences while meeting operational requirements.

Royal South Street Society (RSSS)

The formal title of the organisation.

Royal South Street Society Ballarat Eisteddfod

The performing arts festival conducted and managed by the RSSS.



CODE OF CONDUCT

Responsibilities of Leaders

Leaders' responsibilities include, but are not limited to:

- Model and promote a culture of integrity, respect, inclusion and child safety.
- Ensure that personnel have access to copies of the Code of Conduct and other relevant documents and policies;
- Ensure that the requirements of the Code of Conduct are reflected in the day-to-day management of staff;
- Promote compliance with this Code and address inappropriate behaviour promptly and fairly.
- Appropriately recording all reports of actual or potential conflict of interest and all directions given about handling each case.

Expectations of all Personnel

All personnel representing RSSS must:

- Act lawfully and comply with all applicable legislation, organisational policies and reasonable management directions.
- Act honestly, ethically and in the best interests of RSSS.
- Support and uphold the RSSS Vision, Mission and Values.
- Comply with the Child Safety & Wellbeing Policy and Child Safe Code of Conduct.
- Maintain professional boundaries and contribute to safe, inclusive and culturally respectful environments.
- Treat all people with respect, fairness, dignity and without discrimination, bullying, harassment or victimisation.
- Protect the confidentiality, privacy and security of RSSS information and only disclose information where authorised.
- Avoid actual, potential or perceived conflicts of interest and declare them promptly.
- Report misconduct, inappropriate behaviour, child safety concerns or suspected breaches of this Code.
- Take reasonable care for their own health and safety and that of others.
- Perform their duties professionally, responsibly and be accountable for their actions and decisions.

Disclosure of Information

Personnel must protect the confidentiality and integrity of RSSS information. Information may only be accessed, used or disclosed where authorised and required in the course of duties. Information must not be released in a misleading manner or accompanied by personal opinions that could be interpreted as representing the official position of RSSS unless expressly authorised.



CODE OF CONDUCT

Child Safety

All personnel share responsibility for protecting the safety and wellbeing of children and young people. Personnel must:

- comply with the Child Safety & Wellbeing Policy and Child Safe Code of Conduct;
- maintain appropriate professional boundaries;
- immediately report any child safety concern or suspected abuse; and
- complete required child safety training where applicable.

Professional Boundaries

Personnel must not:

- develop inappropriate relationships with children;
- engage in grooming behaviour;
- communicate privately with children except where authorised for legitimate RSSS purposes and, wherever practicable, with parent or guardian visibility.
- provide gifts or preferential treatment;
- exploit positions of trust or authority.
- engage in favouritism or behaviour that could reasonably be perceived as inappropriate.

Diversity and Cultural Safety

RSSS is committed to providing a respectful, inclusive and culturally safe environment that values diversity and does not tolerate racism, discrimination, harassment or bullying.

Eisteddfod Events and Behaviour Standards

The public facing role of our personnel at eisteddfod events at a range of venues is very important. We are ambassadors for the Royal South Street Society Ballarat Eisteddfod. At all times, personnel should:

- Ensure that their standard of appearance is neat, clean and appropriate for their particular area of work. Where a uniform and/or personal protective clothing/equipment is provided, it must be worn. A high standard of personal hygiene is expected at all times.
- Refrain from any form of personal or public comment about performers, performances, sponsors, adjudicators, decisions or outcomes at any stage of the eisteddfod.
- Observe and support child safety and wellbeing standards at all times
- Where possible, observe meal breaks in private designated areas – not eat when on duty in any formal office, front or back of house.
- treat performers, families, teachers and visitors respectfully;



CODE OF CONDUCT

- maintain confidentiality regarding adjudication processes;
- comply with backstage and venue procedures;
- demonstrate professionalism at all times.
- support safe and inclusive environments.

Adjudicators and Guest Artists

Adjudicators and guest artists must:

- maintain professional boundaries;
- avoid unsupervised one-to-one interactions with children where possible;
- avoid private social media contact with competitors;
- declare conflicts of interest;
- model respectful behaviour.

Health & Safety

All personnel must take reasonable care for their own health and safety and that of others. Personnel must comply with work health and safety requirements, follow safe work practices and report hazards, incidents and injuries promptly.

Online Behaviour

Personnel must:

- use authorised RSSS communication channels wherever practicable;
- protect confidential information;
- avoid private messaging children except where authorised;
- comply with the Media, Social Media, Photography & Videography Policy.

Media Relations

Personnel must refer all media enquiries to the Executive Officer or Board Chair unless otherwise authorised.

Gifts and Benefits

Personnel must not provide gifts, money, personal benefits or preferential treatment to a child or young person unless authorised by RSSS.

Reporting Obligations

Reports must be made in accordance with RSSS policies and reporting procedures. Personnel must immediately report:



CODE OF CONDUCT

- child safety concerns;
- bullying, harassment or discrimination;
- misconduct;
- suspected breaches of this Code; and
- any behaviour that may place another person at risk.

Breaches of the Code

A breach of this Code or related RSSS policies may result in disciplinary action up to and including termination of employment. Disciplinary procedures that can be actioned by RSSS will be in line with the RSSS Disciplinary Policy.

Independent contractors, volunteers and other non-employees who are found to have breached this policy may result in the termination of their contract or services with RSSS.

Related Policies & Documents

This Policy should be read in conjunction with:

- Child Safety & Wellbeing Policy
- Child Safe Code of Conduct
- Privacy Policy
- Volunteer Management Policy
- Complaint Handling Policy
- Media, Social Media, Photography & Videography Policy
- Risk Management Policy
- Conflict of Interest Policy
- Equal Opportunity, Anti-Discrimination, Anti-Harassment and Bullying Policy

Policy Review

This Policy will be reviewed:

- every two years;
- earlier where legislative, regulatory or organisational changes occur.

Policy Authorisation

Approved by Board of Directors	26/08/2026	Responsible Person	Executive Officer
Version	Version 4 June 2026	Scheduled Review Date	01/08/2028