



PAPATANGO THEATRE COMPANY LTD:

CODE OF CONDUCT

April 2020

Introduction

Papatango Theatre Company Ltd are a registered charity, devoted to supporting and developing new playwrights who might otherwise struggle to access professional theatre. Through this we seek to diversify and enrich British theatre, give a platform to new and different voices, and inspire a love of theatre in wide and diverse audiences. As we have a significant impact on British theatre and the wider cultural industries, it is paramount that our work upholds ethically rigorous and responsible principles and that all our artists, staff, audiences, participants and stakeholders feel able to trust us.

It is not possible to predict every situation in which Papatango Theatre Company Ltd and its representatives may find itself, but this document provides the core ethical principles that should steer the decision-making of our staff, board of trustees, artists and other stakeholders. It is supported by separate policies on specific matters, noted where relevant.

Public Trust

Papatango Theatre Company Ltd has a duty to be transparent and held accountable, and always act in the interest of the public. The government endorsed 'Seven Principles of Public Life' should be followed:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

This should be maintained through the following core principles:

1. Personal Gain

No employee or board member should use their position for personal gain or to benefit another at the expense of Papatango Theatre Company Ltd. Nor should any individual act in a way that could be reasonably seen by others as compromising the independence and integrity of Papatango Theatre Company Ltd.

2. Conduct

In all forms of activity and communication (including, but not limited to, written, oral and social media), all Papatango Theatre Company Ltd representatives must:

- a) Conduct themselves in accordance with all applicable national and international laws at all times;

- b) Act to uphold the company's values and reputation;
- c) Act with honesty and integrity, and never knowingly mislead any person;
- d) Protect confidential information obtained during their work;
- e) Apply the ethical standards governing their particular profession.

3. Conflicts of Interest

Where conflicts of interest arise – actual, potential, or perceived – the duty of loyalty to Papatango Theatre Company Ltd must not be compromised. All representatives must be impartial and:

- a) Declare and make known any personal interests
- b) Not give or receive any inducements that could, or could be seen to be in conflict with company interests;
- c) Not provide any services that could or could be seen to be in conflict with company interests;
- d) Not compete with the company in any personal activity, unless previously approved at senior management level;
- e) Not accept any hospitality of other form or gift or reward which could be seen as an inducement.

4. Confidentiality and Data Protection

It is integral to all of Papatango Theatre Company Ltd's work that the confidentiality of artists, stakeholders, audiences and members of the public is maintained. All staff must therefore abide by our Data Protection Policy. Any breach of confidential information must be reported immediately to senior management or the board of trustees, and steps taken to protect all individuals or groups concerned. For more information, please consult our Data Protection Policy, available on the 'Policies' section of our website (www.papatango.co.uk).

If any of these principles are breached or the company may be exposed to reputation damage, this can be viewed as misconduct and disciplinary action can be taken. The board also must be consulted.

Environmental Policy

Papatango Theatre Company Ltd is dedicated to creating a sustainable and environmentally friendly workplace. We are committed to:

- Complying with all environmental legislation and regularly reviewing our policy and actions
- Discussing environmental issues at the highest level of the company and enshrining sustainability at the heart of the company policy and practice
- Engaging artists and audiences with environmental issues through our artistic programme
- Increasing employee awareness of environmental policies and encouraging a culture of shared responsibility
- Communicating our initiatives and progress to audiences and partners
- Reducing wastage, preserving resources and recycling across all areas of the company
- Reducing our energy and water consumption, using new technology to measure and control our usage

- Avoiding pollution of air, land and water wherever possible, encouraging sustainable travel for artists, staff and audiences
- Considering the environmental impact and policies of our suppliers
- Continuing to develop sustainable ways to publicise our shows and communicate with our audience, maximising our use of digital platforms
- Establishing measurable targets for sustainable improvement

Ethical Fundraising

Papatango Theatre Company Ltd is committed to ensuring fundraising is carried out in an ethical and responsible manner. For more information on our ethical fundraising practice, please consult our Ethical Fundraising Policy, available on the 'Policies' section of our website (www.papatango.co.uk).

Equality, Diversity and Equal Opportunities

Papatango Theatre Company Ltd is committed to encouraging equality and diversity amongst our workforce and audiences, and eliminating unlawful discrimination. For more information on our Equality, Diversity and Equal Opportunities Policy practice, please consult our Ethical Fundraising Policy, available on the 'Policies' section of our website (www.papatango.co.uk).

Dealing with Controversial Issues

When faced with controversial issues, Papatango Theatre Company Ltd will use the following checklist to assess the best course of action:

1. Does the proposed course of action support our vision, mission and values?
2. Is it consistent with our policies?
3. Have we weighed the risks against the benefits?
4. Has the course of action been discussed to an appropriate extent across the organisation?
5. Have we done enough research and taken sufficient advice from outside the organisation?
6. Has our governing body been sufficiently involved in the decision-making process, so that it is fully informed and in a position to endorse a decision?
7. If we decide to proceed, do we have a clear articulation of why we are pursuing the course of action and have we logged the decision-making process?

Further information is provided in the following guide: <http://www.whatnextculture.co.uk/wp-content/uploads/2015/07/Meeting-Ethical-and-Reputational-Challenges-Guidence.pdf>

Upholding this Policy

In the event of any complaint relating to Papatango Theatre Company Ltd's approach to equality, diversity or equal opportunities, we refer all employees, stakeholders and members of the public to our separate Complaints Policy, available on the 'Policies' section of our website (www.papatango.co.uk).

Senior management are responsible for implementing and monitoring the effectiveness of this policy and the board is held accountable for the policy. It is the responsibility of all staff to uphold our code of ethics.

This policy will be reviewed by the company and board and updated every year.

Last updated: April 2020