

## QYO Orchestra/Ensemble Member Code of Conduct

### Aim

The aim of this policy is to ensure the safety and wellbeing of members at all times, and to provide an environment where members can get the maximum benefits from QYO's annual program of rehearsals, tutorials, camps, performances, tours and other activities. This code of conduct applies to all QYO Orchestra/Ensemble Members, regardless of their age.

The word "member" used in this policy refers to all members of QYO's orchestras and ensembles as well as augmenting and collaborating musicians.

### General Behaviour

All members are required to:

- act with courtesy, respect, consideration and good judgement in all interpersonal relationships at QYO activities, and show compassion and empathy to others facing a challenging situation.
- recognise their important role as ambassadors for QYO, wearing the required uniform for performances, and follow QYO's policies, procedures and guidelines.
- be studying regularly with a professional instrumental teacher.
- provide accurate, up to date contact, medical and other information required by QYO, and respond promptly to emails, phone calls and messages from QYO.
- understand that intimidation, or the use of words or actions that intend to cause harm, distress, coerce or cause fear, is classed as bullying. Physical, mental, or verbal abuse, neglect or any other type of abuse is unacceptable conduct by any QYO member or adult.
- not attend a QYO activity in possession of, or under the influence of illegal drugs.
- members aged under 18 must not attend a QYO activity in possession of alcohol or tobacco products.
- never touch, film or take photos of other members, staff or participants without their or their care-giver's consent. Members must not access or share obscene material at QYO venues and during QYO activities.
- use technology appropriately and follow the QYO Technology and Social Media Policy.
- know that intimate relationships between QYO staff and members (under the age of 18) are inappropriate and will not be tolerated.
- know that physical relationships between QYO staff and members aged 18 years and over are unacceptable when the power dynamic is unequal.
- report unsafe behaviour or any concerns about behaviour (including between members) to QYO staff.

### **Language and Communication**

Communication must always be respectful and considerate. QYO encourages everyone to listen carefully to others, remain calm and address issues with a positive and helpful attitude. Language which is punitive, humiliating, or aggressive is never acceptable.

QYO members must not communicate in oral or written form in ways that may be considered offensive, e.g. rude jokes, crude language, or using racial, cultural, homophobic or sexist slurs. Being abusive or intimidating includes using an abusive tone or gestures like moving into another person's personal space, finger pointing, or talking over the top of others. Passive aggression – purposely ignoring someone, withholding relevant information, isolating, or being condescending in order to humiliate someone is also not acceptable. QYO members aged 18 years and over must take particular care with their communication in the presence of, or within hearing of, younger members.

Members who find any communication offensive are encouraged to report it to their Orchestra Administrator, a staff member, or directly to the General Manager. An Incident Report Form will be provided if required.

### **Attendance**

QYO membership is a serious commitment for the whole year and regular attendance at rehearsals, tutorials, concerts and other activities is essential. If a member is absent on more than three occasions during the year without an acceptable reason, QYO will re-evaluate their membership. Members must always notify their orchestra's Administrator with as much notice as possible by phone or email of any absence due to illness, a compulsory school/university activity or another reason. Attendance and behaviour records are considered alongside musical standards in the annual auditions.

### **Rehearsal and Tutorial Etiquette**

Members are required to

- sign for and take care of their sheet music and folder, returning immediately after each concert or as directed by their Orchestra Librarian
- arrive at least 15 minutes prior to the scheduled start time of any rehearsal, tutorial or similar QYO activity and contact the orchestra's Administrator if they are running late
- adhere to the sign-in and sign-out procedures for their orchestra
- bring their instrument, music stand, music folder, water bottle, 2B pencil and eraser to every rehearsal and tutorial
- ensure mobile phones and electronic devices are switched off and out of sight during rehearsals
- set up and put away any special equipment – this applies particularly to percussionists
- pay full attention and do not talk or cause disruption when the conductor or tutor is working with the orchestra or section
- never leave a rehearsal or tutorial early without advising the section leader and the orchestra's Administrator
- assist in packing up as required at the end of rehearsal. This may involve stacking chairs, putting away music stands and clearing away rubbish
- practice orchestral parts regularly between weekly rehearsals so that rehearsals and tutorials are productive
- listen, understand and participate in Building Emergency training and evacuations
- keep tidy rehearsal rooms, dressing rooms and performance venues.

### **Acceptable Use of Technology and Social Media**

QYO has a duty of care to take reasonable steps to protect members from any harm that should have reasonably been foreseen. The misuse of technology and social media to deliberately defame, harass or vilify people is unacceptable behaviour and will not be tolerated. QYO, and/or the individual impacted by the incorrect use of technology and/or social media, will report such behaviour to the Police and/or take legal action as required.

Unacceptable use of technology and social media is an event that causes distress to another member, including cyberbullying, sexting, accessing and exposure to obscene material (pornographic images and/or video) or where a member has engaged in inappropriate behaviour online that may cause psychological or emotional harm to another member or to themselves.

### **QYO technology agreement**

QYO members must

- ensure their mobile phones and electronic devices are switched off and out of sight during rehearsals
- promote and uphold QYO's reputation and ensure that the digital reputation of others is protected when using social media, including the posting of any photos of themselves or another person online
- not film or photograph anything that would result in damaging the reputation of QYO, or a member of QYO
- not say anything in a social media forum that is disrespectful and that they would not be prepared to say to someone in person
- when participating in online conversations, will always act with integrity and ensure that they respect the privacy and opinions of others
- not post personal information given to them privately (e.g. names, private conversations, emails and photographs)
- not access or share obscene, pornographic, or explicit material
- always behave with respect and courtesy, without harassing, threatening or being dismissive
- recognise that some information needs to remain confidential and is not for public discussion

## Safety

### **Personal Safety:**

All members must:

- remain within the grounds of the OMB during rehearsals, concerts and tutorials
- never run in venues used for QYO activities, to reduce the risk of injury to individuals and the risk of damage to instruments and property
- not access areas defined as out of bounds during QYO activities, to ensure that QYO staff can provide adequate supervision
- use acoustic shields and ear plugs as needed to reduce exposure to loud and potentially harmful noise during rehearsals, tutorials and concerts
- not lift or move heavy equipment (eg. risers, multiple chairs, percussion) where there is a risk of injury. If in doubt, consult orchestra volunteers or office staff
- if being picked up by private vehicle or taxi service after a QYO activity, wait for collection in a safe place, and be collected promptly
- keep valuables (wallets, mobile phones etc) with them at all times. QYO cannot guarantee the security of any personal property during QYO activities.

### **Instruments:**

QYO does not provide insurance cover for QYO members or their instruments and QYO does not accept responsibility for damage to members' instruments at QYO activities or during transport to and from QYO activities. Members must:

- bring their own instruments to QYO activities, with the exception of percussionists, harpists and other members who have arranged use of a QYO instrument through the QYO Office
- take great care where instruments and cases are left. This will vary depending on the room being used but in general, store these away from fire exits and close to walls, provided there is adequate space for people to walk past
- return instruments to cases when they are not being used, rather than leave them on a chair
- insure their instrument(s) with a reputable insurance company.

### **Building:**

QYO uses The Old Museum under an agreement with the Queensland Government. Please respect the heritage-listed building and grounds by

- never placing end-pins of cellos or basses directly on the polished hardwood floors. Cello and bass players must always use their own stoppers, or use boards provided by QYO
- using the bins provided for disposal of rubbish
- obeying parking and safety signs, including speed limits
- following signage instructions to stay away from scaffolding and other areas that are marked out of bounds
- looking for street parks and observing the Brisbane City Council's parking regulations when there are no available parking spaces within the grounds of The Old Museum
- not leaving cases or other items in front of fire exits or in pathways leading to fire exits. A fire exit is easily identified by the green "EXIT" sign above the doorway.