



## **Australian Cinematographers Society**

### **Code of Practice Summary & Acknowledgement**

#### **- Workplace Discrimination, Harassment, Sexual Harassment and Bullying**

The Australian Cinematographers Society is committed to ensuring a safe, respectful and inclusive workplace environment that is free from discrimination, harassment, sexual harassment and bullying. We do not tolerate or condone any form of discrimination, harassment, sexual harassment or bullying in the Australian Cinematographers Society.

This Code of Practice outlines expected standards of behaviour by all members, volunteers and guests at the Australian Cinematographers Society. A breach of this Code of Practice may lead to disciplinary action, result in termination of your membership/voluntary role with the Australian Cinematographers Society and/or, if the breach is of a criminal nature, may be reported to the police.

#### **Scope**

All members, volunteers and guests must comply with this Code of Practice. For the purposes of this Code of Practice, members, volunteers and guests are defined as:

- Australian Cinematographers Society members
- Leadership and management personnel (e.g. National Executive)
- Contractors, sub-contractors and secondees
- Volunteers and guests

This Code of Practice applies to all members, volunteers and guests while:

- at work – such as in the office, on set or location or during work related travel
- at work-related environments – such as Christmas parties, after parties, conferences, industry events and work away from home
- outside of work where there is a connection to the workplace – such as social media

#### **Standards of behaviour**

Australian Cinematographers Society's members, volunteers and guests are responsible for promoting a safe, respectful and inclusive workplace environment by:

- ✓ Treating all members, volunteers and guests with dignity, courtesy and respect
- ✓ Respecting cultural, ethnic, religious, gender and sexual orientation differences
- ✓ Behaving in a professional, fair and courteous manner at all times
- ✓ Promptly reporting any breaches of this Code of Practice, whether it is against you or another person, to your ACS Peer Contact Person/s: Ron Johanson OAM ACS or Carolyn Constantine ACS



- ✓ Maintaining confidentiality when complaints are made and/or under investigation
- ✓ Abiding by all applicable laws and regulations

### **Unacceptable behaviours**

Australian Cinematographers Society's members, volunteers and guests **must not:**

- Abuse or threaten to abuse (verbally, physically or in writing) another person
- Physically or sexually assault another person
- Discriminate or unfavourably treat someone because of their race, sex, age, sexual orientation, disability or other personal characteristics
- Intimidate, threaten or harass another person
- Sexually harass another person with unwanted, unwelcome or uninvited behaviour
- Bully, isolate or humiliate another person
- Victimise, unjustly treat or threaten someone because they have raised a complaint or are a witness in an investigation
- Behave improperly or unethically

### **Related policies**

This Code of Practice should be read in conjunction with:

- Australian Cinematographers Society's Discrimination, Harassment, Sexual Harassment and Bullying Policy
- Australian Cinematographers Society's Complaint Handling and Investigation Procedure – Discrimination, Harassment, Sexual Harassment and Bullying

### **Related Training**

Australian Cinematographers Society's members, volunteers and guests are encouraged to complete the following online training modules:

- Diversity and Discrimination <https://www.fairwork.gov.au/how-we-will-help/online-training/online-learning-centre/diversity-and-discrimination>
- Unconscious Bias <https://www.diversityaustralia.com.au/test-your-own-unconscious-bias/>

### **Member, volunteer or guest acknowledgment**

I have read this Code of Practice and agree to abide by it at all times.

Name:

Signature:

Date:

Name of witness:

Signature:

Date: