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# STAGED

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## Code of Conduct

### Policy Statement

All staff, volunteers, members and guests must adhere to the rules below:

- Be kind and respectful to everyone
- Treat everyone's property carefully
- Be respectful of all equipment and facilities
- Be kind and gentle
- Be honest
- Listen to activity leaders and follow their instructions

If these rules are broken, Staged will follow the following procedure:

- We will have a discussion with the member.
- The member will be verbally warned and the incident will be recorded in the incident book.

We will always fully discuss the incidents with members to ensure they understand their responsibilities and know that they can rely on staff to help them sort out any problems.

- If the member continues to behave in this way, they will be suspended from attending sessions/workshops for a week.
- If the member is asked to miss three weeks during the quarter, then the member will miss the remaining part of the quarter with immediate effect.

This policy is designed to support the members and staff/Volunteers of Stageds' sessions and projects, and help make it a friendly, fun place for all to enjoy.

Signed: *Sauman*

Print Name: SAUMAN

Role: CHAIR

Date: 26/2/22

Reviewed by board:

Next review: January 2023