



keppelcoastarts

# Policy Manual

Version 1

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## Our Vision, Mission and Values

*Keppel Coast Arts Policies have been developed to reflect and support the achievement of our:*

- **Vision** - *to enhance the cultural and artistic life of the Capricorn Coast community*
- **Mission** - *to provide opportunities to create, appreciate and participate in culture and the arts on the Capricorn Coast.*
- **Values**
  - **Access for All**

*We believe that all members of our community should be able to engage in the arts and culture.*

- **Collaboration**

*We believe that more can be gained by working together with likeminded groups and individuals, than by ourselves.*

- **Positive Contribution**

*We believe that by making a positive contribution to the arts and culture, we are encouraging generosity and reciprocity, and enhancing our community.*

- **Open-ness and Proactivity**

*We believe that by proactively seeking out and being open to new ideas, contributions, and opportunities, we will be able to enrich our community on a sustainable basis.*

## Code of Conduct

### **KCA Management Committee, Volunteers, Stall Holders, Contractors and Artists/Musicians/Workshop Facilitators and Support People**

The Keppel Coast Arts **Code of Conduct** applies to all people engaged in delivering outcomes with and on behalf of Keppel Coast Arts Council Incorporated. This includes members of our Management Committee, our Volunteers, Stall Holders, Contractors and Artists/Musicians/Workshop Facilitators and Support People (both volunteer and paid).

#### **The expectation is that all involved will:**

- Treat everyone in a fair and honest way, with dignity, respect and courtesy.
- Be professional and refrain from any behaviour which may bring KCA into disrepute
- Display self-control.
- Not behave in any manner or engage in any activity, whilst on KCA business, which is likely to impair positive perception of KCA, our members and our Sponsors.
- Not engage in bullying behaviour - behaviour that intimidates, offends, degrades, insults or humiliates another person. Bullying can be physical or psychological.
- Not make public comments (in person, in the media or on any social media platform) on behalf of Keppel Coast Arts without the express permission of the Management Committee.

If any person feels they have been exposed to inappropriate behaviour (eg discrimination, bullying, harassment) that is not aligned to our Code of Conduct by either someone delivering KCA outcomes or a member of the audience for the KCA presented event, they should immediately contact the President of Keppel Coast Arts on [keppelcoastarts@gmail.com](mailto:keppelcoastarts@gmail.com).

This **Code of Conduct Policy** should be read in conjunction with **KCA Social Media Policy**.

## Code of Conduct – Management Committee

All Office Bearers and Management Committee members are requested to follow the KCA Code of Conduct.

In addition, it is expected that all Office Bearers and Management Committee members will:

- Follow appropriate meeting protocols, according respect to all members and guests at meetings.
- Provide leadership and act with integrity and honesty
- Ensure and encourage ethical conduct and decision making
- Participate openly and transparently in decision making
- Respect, align with and advocate for/promote decision taken by the Management Committee
- Maintain confidentiality in relation to Management Committee business unless otherwise agreed to by the Committee
- Only make public comments (in person, in the media or on any social media platform) on behalf of KCA when agreed by the Management Committee and must express the agreed viewpoint of the Committee
- Declare any current or potential Conflicts of Interest eg personal interests, likely personal gain, links to organisations that may likely gain from KCA decisions.

This **Management Committee Code of Conduct Policy** should be read in conjunction with **KCA Code of Conduct, KCA Conflict of Interest Policy, KCA Privacy Policy** and **KCA Social Media Policy**.

## Conflict of Interest – Management Committee

**Definition of a Conflict of Interest** - *Conflicts of interest are circumstances where a person's private interests or duties to another organisation, are inconsistent with (or could be reasonably perceived as inconsistent with) or diverge from the person's duties to Keppel Coast Arts Council Inc (KCA).*

It is expected that all Office Bearers and Management Committee members will advise the President/Management Committee in a timely manner of any potential Conflicts of Interest.

If you are in doubt as to whether you have a Conflict of Interest – please err on the side of caution and disclose it to the President/Management Committee for consideration discussion at a Management Committee meeting for decision. The decision will be recorded in the minutes of the meeting by the Secretary.

This **Management Committee Conflict of Interest Policy** should be read in conjunction with **KCA Code of Conduct Policies, KCA Privacy Policy and KCA Social Media Policy.**

## Photography and Videography at KCA presented events

**Intention of KCA Events** – when KCA present an event one of its intentions is to support and promote performers/artists and to promote KCA, its purpose and mission.

**Permission to have your image captured (photograph or video) at a KCA presented event** – by accepting to perform (paid or free) and/or by attending (purchased ticket or free) a KCA presented event, you grant KCA the right to capture your image. Audience members who do not want to have their image captured must notify KCA on [keppelcoastarts@gmail.com](mailto:keppelcoastarts@gmail.com) and take all reasonable step to avoid this occurring.

**Ownership of photography and videography taken at KCA presented events** – any photographs or video taken at a KCA present event by KCA employed photographers and videographers, audience, performers/artists and supporters, are deemed the property of KCA.

**Use of photography and videography taken at KCA presented events** – KCA grants permission to photographers and videographers to share and publish photographs and video taken at KCA presented events when there is no commercial gain and in alignment with our intention to support and promote KCA and performers/artists. For consideration of use/s other than those outlined above, please contact KCA on [keppelcoastarts@gmail.com](mailto:keppelcoastarts@gmail.com).

This Photography/Videography Policy should be read in conjunction with **KCA Code of Conduct, KCA Privacy Policy** and **KCA Social Media Policy**.

## Privacy Policy

Keppel Coast Arts Council Incorporated (KCA) only collects and holds personal information from our members, donors, stall holders, audience members, suppliers, facilitators and performers/artists to enable the pursuit of our activities designed to enhance the cultural and artistic life of the Capricorn Coast community. These activities include

- Promoting Activities
- Managing memberships and renewals
- Distributing newsletters communicating and promoting our upcoming activities
- Managing purchase of tickets and attendance at events
- Accepting and receipting donations
- Managing Stallholder bookings and payments

The personal information will be collected via paper (eg Membership Form) and online systems, and will usually include

- Name/s
- Address
- Telephone Number
- Email Address

*For donors, stall holders and audience members, we utilise third party payment applications (Trybooking, GiveNow and Square) to manage collection of fees, donations and ticketing, and these applications manage and safeguard your personal information including credit card details, as covered by their Privacy Policies.*

*For performers and other suppliers, we may collect your bank details to enable payments to be made for services rendered. These are supplied by you on your Invoice, and securely stored within our bookkeeping application XERO, as per their Privacy Policy.*

KCA will never use your personal information for any purpose other than those listed above and will never disclose your personal information to any third party without your consent.

You may contact KCA via [keppelcoastarts@gmail.com](mailto:keppelcoastarts@gmail.com) or [kcamemberships@gmail.com](mailto:kcamemberships@gmail.com) if you wish to access or correct the personal information we hold about you.

This **Privacy Policy** should be read in conjunction with **KCA Code of Conduct**.



## Social Media Policy

Social media refers to any form of internet site or app that allows for social networking. It includes sites and apps such as Facebook, Twitter, Instagram and Snapchat.

*We acknowledge that:*

- *information posted is immediately available to anyone who can access the relevant site*
- *information can be passed on very quickly and spread very fast (it could even 'go viral'), and*
- *once something is posted, even if a post is deleted, it is almost impossible to ever completely remove it from the internet.*

*We remind all Committee Members, Volunteers and Members that along with the benefits to KCA of social media, the following risks may exist:*

- *risk to reputation*
- *risk of breaching copyright or other intellectual property rights*
- *risk of misuse of information and breach of confidentiality or privacy*
- *risk of defamation*
- *risks raised by personal social media sites (of employees and volunteers), and*
- *risks raised by using information from personal social media sites.*

### **Who can undertake social media activities on behalf of KCA?**

The Management Committee will appoint one or more people to administer and moderate/conduct activities on KCA Social Media platforms.

These activities include adding and removing comments, monitoring and managing feedback, and keeping site/s consistent and accurate.

These people are expected to ensure all Social Media comments are professional and respectful, including that they do not

- discriminate against, harass or bully anyone
- bring KCA into disrepute
- give away KCAs confidential information or the personal or confidential information of anyone associated with KCA
- defame or be considered derogatory or disparaging to anyone

When posting comments and information on KCA Social Media sites, these must be in alignment with KCA Management Committee agreed positions and messaging.

### **Personal social media activities and KCA**

Management Committee, members and volunteers are asked to refrain from activities on their personal social media sites that have the potential to impact negatively on KCA's business, our reputation or the reputation of any member, volunteer, supporter, performer and others associated with KCA.

When using Social Media in your personal capacity, you may not either directly state, or infer, that you are representing KCA.

This **Social Media Policy** should be read in conjunction with **KCA Code of Conduct** and **Privacy Policies**.