

Code of Conduct for MAC users

Everyone at MAC deserves to be treated with respect.

Everyone is expected to work with MAC to provide a supportive environment that secures the well-being and very best experiences for users of MAC.

This includes taking care of MAC property and facilities.

Everyone is expected to work with MAC to consider the safety of its users.

The use of illegal substances will not be tolerated. Excessive consumption of alcohol is not acceptable.

MAC has a zero tolerance policy towards bullying and harassment, including sexual harassment.

If you witness or experience harassment or any other unsafe situations, you should report it to the Operations Manager on duty. You have the right to be listened to and to be taken seriously.

MAC has the right to withdraw services and/or exclude persons from the building if the code of conduct is not adhered to.

MAC staff are subject to several policies relating to their code of conduct; these are available on request. Appendix 16 of the Safeguarding Policy is a Code of Conduct for staff, contractors and volunteers and the Underpinning Principles are listed below:

- Staff/contractors/volunteers are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff/contractors/volunteers should work, and be seen to work, in an open and transparent way.
- Staff/contractors/volunteers are entitled to breaks as per the UK working regulation and will request some time away from the working environment.
- Staff/contractors/volunteers should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident which may give rise to concern
- Records will be made of any such incident and of decisions made/further actions agreed, in accordance with policy for making and maintaining records
- Staff/contractors/volunteers should apply the same professional standards regardless of gender or sexuality
- All staff/contractors/volunteers should know the name of the Designated Safeguarding Lead and be familiar with safeguarding arrangements and understand their responsibilities
- Staff/contractors/volunteers should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

Midlands Arts Centre

Registered Office:
Cannon Hill Park, Birmingham,
B12 9QH

T 0121 446 3250
F 0121 446 3201
E [hires@macbirmingham.co.uk](mailto: hires@macbirmingham.co.uk)
W www.macbirmingham.co.uk/hires

Registered company no. 718349
Registered charity no. 528979
VAT no. 818 2851 16