**SDUK CODE OF CONDUCT**

**Introduction**

The SDUK Code of Conduct sets out both SDUK’s obligations to members, and their obligations as subscribing members. It covers our Queries, Complaints and Concerns Policy and Data Protection Policy, and aids transparency across the organisation and membership in all practices.

**About SDUK**

Stage Directors UK (known hereafter as ‘SDUK’) is a private company, limited by guarantee, run on a not for profit basis. It was launched in September 2014 as the professional association representing theatre and opera directors working in the United Kingdom.

Stage Directors UK is a Registered Company Limited by Guarantee, and as stated in the Memorandum and Articles of Association (also known as ‘The Constitution’) the objects for which the Company is established are:

*“To protect the status, fees, interests and rights including copyright of Stage Directors or live and recorded performances in the United Kingdom and elsewhere including, but not limited to any form of live performance of theatre, musical, opera, circus, site specific show or devised performance of any kind…”*

Members may request the full Constitution from the SDUK office by emailing info@stagediretorsuk.com

SDUK has 1 part-time member of staff (*General Manager*), and 2 freelance part-time workers (*Executive Director* and *Membership Engagement Officer*). Staff work from home, or from the office provided by Directors UK in central London. SDUK have also appointed voluntary ‘Deps’ in different regions of the UK to act as key contacts and liaison for members in those areas, and may, from time to time, draw together volunteer Working Parties from within membership to investigate a specific area of research or activity.

**Contacting SDUK**

Members can contact SDUK via email at info@stagedirectorsuk.com , or via the following means:

Liz Holmes (General Manager) – liz@stagedirectorsuk.com / 020 7112 8881

Jemma Gross (Membership Engagement Officer) – jemma@stagedirectorsuk.com

Thomas Hescott (Executive Director) – Thomas@stagedirectorsuk.com

Except during periods of annual leave or authorised absence, members should be able to contact SDUK Monday-Friday, though no staff work full-time hours. Please bear with us for responses.

**Membership**

SDUK Members pay annual subscriptions based on their income the previous year. Subscription fees are on a sliding scale (based on approx. 10% of income) appropriate to their earnings. Members receive a number of benefits, a free (or low cost) events programme, support and advice with professional concerns, and a powerful community of their peers. Student Membership is also offered at a reduced rate, and may be continued for 1 year post-graduation.

Members can opt to pay monthly, quarterly or annually, in the vast majority of cases via our preferred method - third party Direct Debit handler, Go Cardless. There are some exceptions wherein members pay via BACS transfer or Standing Order, or by cheque.

Members join via the subscription form on the website at [www.stagedirectorsuk.com/join-now](http://www.stagedirectorsuk.com/join-now) - adjustments will be made for prospective members for whom this method is unsuitable. Payments taken via Direct Debit are done so in accordance with the policies, protections and procedures of Go Cardless, and are an agreement undertaken between the member and Go Cardless. SDUK staff are not party to members’ bank details, unless provided to obtain a refund. Details provided by members to SDUK will then be treated in accordance with our Data Protection Policy (available from the office).

SDUK Members have a right to cancel their membership at any time, either by cancelling their direct debit via their bank/building society, or by requesting that SDUK do so. SDUK cannot refund the remainder of annual payments if cancelled mid-year, but benefits and services will continue until the subscription runs out. Similarly, memberships will extend to the end of the quarter or month of the year in which they are cancelled. Any existing membership subscription debts to SDUK at that point will be written off.

**Governance and how we make decisions**

SDUK is governed by an elected Board of Directors drawn from its membership. The role of Board Director holds legal status, with duties to promote the best interests of SDUK and its membership, including financial and legal management, overseeing and managing SDUK staff/freelancers, and handling complaints and concerns. The Board conducts regular reviews of SDUK policies, membership and activities to ensure best practice and transparency for members. The Board meets Quarterly, with an Annual General Meeting every autumn.

Elections are held at the AGM every 2 years to appoint new Board Directors. Voting is anonymous. Only Full SDUK Members are eligible to vote (Student Members are ineligible). The Board then appoint a Chair or Co-Chairs.

Copies of SDUK’s Audited Accounts are available from the Office.

**SDUK’s Obligations to members**

* SDUK will act in accordance to all relevant and applicable UK laws and regulations.
* We will be courteous and professional.
* We will (annual leave and authorised absences permitting) aim to respond to queries within 2 working days.
* We will keep confidentiality where it has been requested.
* We will rectify any agreed mistakes as quickly as possible;
* We will try, where possible, to accommodate members’ financial difficulties on a case-by-case basis, including (but not limited to) 3-month membership ‘freezes’, reductions in subscription fees etc.

Bullying, harassment, abuses of power and improper conduct by SDUK staff and Board Directors will not be tolerated.

If members consider that SDUK have not fulfilled their obligations to members, complaints are handled in accordance to our Queries, Complaints and Concerns Policy. We will acknowledge your complaint within 2 days of receipt, investigate and send you a full written response within 10 working days of receiving your complaint.

**Members’ Obligations to SDUK**

* Members must comply with Equalities legislation and all relevant laws and regulations pertaining to work in the UK.
* Members must act in accordance to the terms and conditions set out in any agreements/contracts for professional work that they undertake whilst in membership.
* Members must respect SDUK Board members, staff and Deps, and fellow members. We will not tolerate rudeness or unpleasant behaviour.
* Members will acknowledge SDUK’s limited capacity and resources, and the part-time working hours of SDUK staff, and not make unreasonable demands upon them.
* Members must not act in a way likely to limit or prejudice the success of SDUK and the interests of its members.
* Members should take a positive and constructive approach towards establishments, which directly or indirectly do not support appropriate fee levels and directors’ rights. Tact and understanding are far more likely to achieve the appropriate attitudes and conditions than a negative or critical approach.
* When representing SDUK either by talking in public, giving an interview, writing an article or in a meeting, you must reflect the policies and issues of SDUK. If expressing a personal opinion on Directing you must state that your opinions may not necessarily reflect those of SDUK.
* Members must provide reasonable assistance to SDUK in relation to the administration of your membership (e.g. timely responses to emails and requests for data etc).
* Members must inform SDUK of their intentions to cancel memberships, of any changes of contact details or circumstances relevant to their membership.

Bullying, harassment, abuses of power and improper conduct by SDUK members will not be tolerated.

If SDUK considers that a member has not fulfilled their obligation to SDUK, staff will make every attempt to resolve the matter with the member, but may be forced to take the following steps in conjunction with the SDUK Board:

1. Write to the member formally notifying of the alleged breach, providing a full account of the specific infringements or misconduct, and setting out expectations of the member;
2. The member will be invited to respond in writing to the formal notice within 30 days;
3. In instances where the member disputes the statement of facts contained within the formal notice or unreasonably refuses to cooperate, SDUK will prepare a case incorporating the formal notice and any member response and will place it before the SDUK Board.
4. As per the SDUK Queries, Complaints and Concerns Policy, in the rare case of an SDUK member being under formal investigation (legal, police, professional body or authority), the SDUK Board reserves the right to suspend memberships until resolution is found, or formal charge is made.

The SDUK Queries, Complaints and Concerns Policy is available from the Office/website.

**Data Protection Policy**

SDUK is registered under the Data Protection Act 1998 and as such is committed to complying with all related laws and regulations where these apply to SDUK activities. SDUK will take appropriate steps to keep your data safe, and to use the information you provide in order only to provide membership services to you. We do not share your data with other organisations. Once the new General Data Protection Regulation (GDPR) comes into effect in 2018, SDUK will ensure we are compliant with all relevant clauses and requirements, and will keep members informed of any developments in this area.

The SDUK Data Protection Policy is available from the Office/Website.

**About the Code of Conduct**

This is voluntary code of conduct and does not form part of our membership agreement, or a contract between members and SDUK. The Code of Conduct is expected to be an evolving document – the most recent version of which will always be available on the SDUK website. If you require a hard copy or have any special reading or access requirements to access the Code of Conduct, please contact the office.