

## NZ Comedy Guild – Code of Conduct 2.1

### **Introduction:**

The New Zealand Comedy Guild, its Board and its members, is committed to promoting safe and professional comedy environments and workplaces for comedians, venues, audiences and the wider industry.

We encourage and facilitate positive relationships between these groups to help promote growth for comedy in New Zealand.

We expect all contributors to the NZ comedy industry to strive for excellence, and to act professionally, in good faith and with respect for one another.

The board of the NZ Comedy Guild reserves the right to alter and add to this code of conduct.

### **General**

Whether you are being paid or not, the comedy industry can be considered a workplace and as such is subject to the Health and Safety in Employment Act 1992, and the Employment Relations Act 2000.

The New Zealand Comedy Guild champions human rights. Harassment or discrimination on the basis of a particular attribute such as, but not limited to, age, gender, sexual orientation, disability, race or religion are illegal under the Human Rights Act 1993. Examples of this include, but are not limited to, intimidation, uninvited or unwelcome physical or sexual attention, slander, gossip or bullying, and discrimination.

The Guild also considers the following behavior unacceptable:

- Non-consensual photography or recording
- Ongoing disruption or heckling
- Online harassment

The Guild expects our members to stand together against harassment or discrimination in our industry.

If for any reason you feel that your safety has been compromised or another participant within the industry is engaging in any form of behaviour that resembles any of the above points, The Guild encourages the affected party to advise the venue manager or promoter immediately.

Under current NZ law, these people (as PCBU's or 'person conducting a business or undertaking') have a primary duty of care to ensure workers are not at risk or put at risk by its work.

If this is not appropriate, please contact The Guild on the Facebook page or [info@comedyguild.org.nz](mailto:info@comedyguild.org.nz) within 24 hours of the incident.

You may also contact the Guild for advice, mediation or to make a formal complaint. Refer to the Guild's Disputes Resolution document for more information. (<https://goo.gl/eQX93U>)

## Professional Conduct - Performers

### *In general:*

- Conduct your off-stage business in a professional manner.
- Conduct all communication (written and verbal) in a timely prompt, unambiguous and courteous manner”
- Don't provide contact details for promoters or performers to a third party, without the consent of the respective individuals or organisations.

### *Before a gig:*

- Know what to expect. Talk to the promoter or booker about what kind of event it will be, and who the audience is likely to be. Ask whether there are any language or content requirements.
- Agree upon your set length and performance fee. Get this in writing.
- Communicate any technical needs to the promoter or booker.
- Establish whether a rehearsal is required and what time you need to arrive for the event
- If you are booked for a show on a specific date, and are offered another gig that may conflict with the existing booking (including times, audiences or locations), notify the promoter before accepting the second gig. Even if you don't have an exclusivity clause in your agreement, it's just good manners.
- If you need to cancel a booking or performance for any reason, provide as much advance notice as possible. This is particularly important if you have featured in promotion of the event. Promoters may appreciate an offer to find a replacement, but don't offer anyone the spot before getting the promoter's approval. Cancellation within 48 hours of performance is strongly discouraged, unless unforeseeable circumstances apply.

### *At the gig:*

- Arrive on time and check in with the promoter or booker, and the MC if applicable. If you're running late, let the promoter know.
- Treat bar staff and venue staff with respect. They're there to do a job just like you are.
- Backstage areas, including green rooms, are for performers and staff of the venue only. Performers should refrain from inviting or encouraging third parties to these areas, including performers who are not performing at the respective event.
- Drink responsibly. Comedy is one of the few professions where drinking on the job is permitted. It's a privilege not a right - don't let it affect your performance.

### *During your performance:*

- Perform to the best of your abilities, regardless of the audience, venue, audience or other performers.
- Keep to time. If you run significantly under time, the promoter has the right to adjust your performance fee on a pro rata basis. The exception to this is in the event that you felt unsafe or threatened or performance conditions meant you were unable to complete your set.
- Do not, under any circumstances, plagiarise, copy or use another performer's material without express consent from the author.

### *After the gig:*

- Submit your invoice in a timely manner, especially if you want to get paid promptly. Even if you're paid in cash, keep records of your income for tax purposes.
- Continue to conduct yourself post-gig in the same manner as the above 'in general' section.

## **Professional Conduct - Producers & Promoters**

- Be clear about your expectations for an event.
- Be sure all your communication both written and verbal is conducted in a prompt, timely unambiguous and courteous manner.
- Provide an environment that is conducive to comedic performance. This means quality audio equipment, appropriate staging & lighting, suitable backstage areas and access to the stage.
- Practice host responsibility - drunk audiences are not good for anyone.
- If a member of the audience is disrupting the performance, intervene early with a warning. If the audience member continues to be disruptive, remove them from the venue.
- Post-gig, process any and all relevant invoices in a timely manner, and communicate clearly and timely with performers on when to expect payment.