



## J&L PRESENTS

A division of J&L Entertainment

Johnathon "Johnno" White

0449 941 017

jandlentertainment.oz@gmail.com



### IMPORTANT:

*PLEASE READ & UNDERSTAND THIS DOCUMENT BEFORE CHECKING THE AGREEMENT ON THE "J&L PRESENTS" CAST ONBOARDING FORM.*

## Rules, Policies and Procedures

At J&L Presents, we're committed to creating immersive and transformative theatrical experiences that push the boundaries of storytelling. As a company, we value respect, time, effort, inclusivity, and creativity, and expect all individuals involved in our productions to share these values. We operate under a formal Occupational Health and Safety, Harassment and Privacy Policy.

This Code of Conduct applies to all employees, contractors, performers, audience members, volunteers, and anyone else involved in J&L Presents' productions, events, and activities. It is advised that you make yourself aware of these policies listed below.

**"J&L ENTERTAINMENT" - Naarm-Melbourne Based Event Coordinator, Videographer, Theatre Maker & Live Technician.**

- J&L Entertainment acknowledges the Traditional Owners of the land where they work, live, create, and perform, the Wurundjeri people of the Kulin nation and pay respects to Elders past and present. This always was and always will be aboriginal land.
- J&L Entertainment is committed to providing a safe and supportive space for the LGBTQIA+ community. We acknowledge and respect their diverse identities promising to actively listen and learn from their experiences.



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## Code of Conduct

All Participants of J&L Presents are expected to:

- Respect the rights, dignity and worth of every person, regardless of their age, abilities, gender, religion, or cultural background.
- Support all efforts to remove any form of abuse in this organisation and encourage an inclusive, safe, and supportive environment.
- Ensure that any physical contact with others is appropriate to the situation and necessary for the artistic requirements of the production and the person's skill development.
- Refrain from using abusive, derogatory, or offensive language.
- Impart knowledge and skills in your area of expertise in a respectful and encouraging manner.
- Respect the decisions of the Management Committee and Production Team and encourage all participants of "J&L Presents" to do the same.
- Raise any issues or concerns with the appropriate person.
- Not show favouritism or prejudice towards any participant of "J&L Presents".
- To observe appropriate standards in behaviour, language, and dress when children are present.
- Show respect for the space and property of others.
- Abide by the other policies of "J&L Presents" including its social media policy.

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## **Occupational Health and Safety Policy.**

The occupational health and safety of all persons working for or engaged in a voluntary capacity for J&L Presents, is of paramount importance to the management team. All necessary initiatives will be taken to ensure that the workplace is safe and without risk to health, and to ensure that the Company complies with the Occupational Health and Safety Act 2004.

### **Policy Statement**

J&L Presents has a duty, so far as is practicable, to:

- Provide and maintain a safe and healthy working environment.
- Provide and maintain safe and healthy plant and work systems.
- Ensure that the use, handling, storage and transport of plant and substances is safe and without risk to health.
- Provide facilities for the welfare of its staff, members, and patrons.
- Provide information, instruction, training, and supervision as necessary to enable its staff, members, and patrons to work safely and without risk to health.

J&L Presents will also, so far as is practicable:

- Monitor the well-being of its staff, members, and patrons.
- Monitor conditions at the workplace.
- Maintain safety records at the workplace.
- Ensure a high standard of housekeeping is maintained.
- Engage suitably qualified persons in occupational health and safety to provide appropriate advice.

## **Responsibilities.**

### **Members & Patrons**

Each member and patron is responsible for:

- Taking reasonable care of his/her own health and safety, as well as the health and safety of other persons who may be affected by his/her actions.
- Co-operating with J&L Presents in any action taken to comply with any legislative requirements.
- Wearing protective clothing and using protective equipment, where relevant.
- Maintaining a high standard of housekeeping by working in an orderly manner.
- Avoiding wilfully or recklessly interfering with any equipment, including safety equipment.
- Avoiding wilfully risking the health and safety of others.

### **Staff & Management**

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The team of management is required to ensure that this policy is fully implemented and to support 'production heads/managers' in their area of responsibility.

### ***Production Heads/Managers***

Each 'production head/manager' is responsible for taking all practicable measures to:

- Ensure that the workplace under his/her control is safe and without risks to health.
- Ensure that the behaviour of all persons in the workplace is safe and without risk to health.
- Detect any unsafe or unhealthy conditions of behaviour, and take remedial action.
- Ensure appropriate safety equipment and protective clothing is used and maintained correctly.
- Report all faulty or dangerous equipment to the Stage Manager, Technical Director or the Venue Duty Technician.

### ***Smoking***

Smoking is prohibited on all premises occupied by J&L Presents. This smoking policy is in line with the Company's policy of providing a safe and healthy working environment.

### ***Designated areas***

Members, Staff and Patrons are permitted to smoke during breaks in designated smoking areas outside the premises occupied by J&L Presents.

### ***Blood borne viruses.***

J&L Presents recognises that some 'members' may be antibody positive or suffering an illness due to blood borne viruses such as Hepatitis B, C and the AIDS virus (HIV). Any such persons are entitled to protection from discrimination and confidential treatment of information about their health status. There is no legal obligation for anyone to inform the Company about their antibody status.

### ***Precautionary Measures***

While the risk of occupational transmission of blood borne viruses is negligible, occupational health and safety procedures relating to infectious diseases such as blood borne viruses are based on the principle that all persons are potentially infectious. Therefore, all injuries requiring treatment are to be referred to the duty First-Aid Officer and all persons administering first-aid are required to use the supplied protective equipment i.e. rubber gloves and a mouth guard for CPR.

### ***Illness/injury.***

J&L Presents provides assistance to staff, members and patrons who suffer injury or illness whilst engaged in J&L Presents related activities.

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- A staff, member or patron who suffers personal injury or illness and requires medical care must notify the duty First Aid Officer or in their absence a member of the J&L Management Team. The duty First Aid Officer has the authority to refer a patient to a doctor or hospital or send them home.
- In the case of serious illness or injury, the duty First Aid Officer or in their absence a member of the J&L Management Team may request the services of an ambulance or taxi to the nearest hospital.

### ***Accident Reports.***

In all cases, accidents and injuries occurring whilst engaged in activities for J&L Presents must be reported on the 'Accident Report Form'. J&L Presents recommends that all staff, members and patrons have ambulance cover and take advantage of any opportunities to gain First Aid qualifications.

### ***Alcohol***

Any 'member' who is deemed to have impaired judgement due to the consumption of alcohol or other substances will not be permitted to participate in J&L activities.

### ***Rest Breaks***

It is the view of the 'company' that 'members' who do not take regular breaks and have refreshment will become fatigued and can be a danger to themselves and other 'members'.

- Therefore, members of the cast, crew and orchestra should take a 15 minute refreshment break during a three hour call.
- During Bump-In and Bump-Out 'members' should take a break for refreshments every two hours and a half hour break for a meal every four hours. There should be a maximum working period of 12 hours followed by a break of 8 hours.
- Any fatigued personnel are encouraged to go home.

### ***Emergency Evacuation.***

Emergency evacuation is the responsibility of the venue "Piano on Swan." Any decision to evacuate must be made by the Duty Manager on-site or personnel in charge of venue safety should a duty manager not be present. All instructions given by either of these parties must be obeyed immediately. Occupants of the theatre should proceed quickly and quietly to the nearest exit and proceed to Swan Street, at the front of the venue.

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**CHECKLIST FOR AN OH&S WORKPLACE****Storage (housekeeping)**

- |  |   |
|--|---|
|  | equipment stored in racks wherever possible                           |
|  | materials stored in such a way to minimise potential lifting problems |
|  | materials are easily accessible                                       |

**Floors & Walkways (housekeeping)**

- |  |  |
|--|--|
|  | ensure floors are not slippery - keep dry and avoid wet or greasy surfaces |
|  | maintain adequate walkways free of debris e.g. leads, props, scenery       |
|  | walkways should be clearly delineated                                      |
|  | ensure unobstructed vision at intersection of walkways                     |

**Stairs, Ladders, Platforms**

- |  |  |
|--|--|
|  | ensure steps and handrails are firm with anti-slip treads                                      |
|  | ensure ladder rungs and bolts are firm and that fall-back protection is fitted on high ladders |

**Lighting**

- |  |   |
|--|---|
|  | there should be adequate illumination       |
|  | glare should be minimised wherever possible |
|  | ensure adequate emergency lighting          |

**Electrical**

- |  |   |
|--|---|
|  | ensure that plugs, sockets or switches are not broken or frayed       |
|  | circuit breakers should be installed and push controls clearly marked |
|  | all electrical equipment should be tested and tagged.                 |

**Work Benches**

- |  |  |
|--|--|
|  | work benches should be clear of rubbish                                |
|  | tools should be kept in a designated place                             |
|  | the height of the work bench should be appropriate for the worker/s    |
|  | the bench should not have any sharp edges                              |
|  | the layout of the bench should minimise bending, reaching and twisting |

**Manual Handling**

- |  |   |
|--|---|
|  | repetitive reaching and twisting should be minimised  |
|  | lifting from ground level or above shoulder height should be minimised wherever possible                                  |
|  | minimise the moving of heavy objects  |
|  | objects that are handled should be easy to grasp, have no sharp edges, and not liable to be hot, cold, slippery or bulky. |

**Hazardous Substances**

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	maintain material safety data sheets for all substances used. Make this information accessible to workers
	containers should be labelled with their labels clearly visible
	comply with any special storage conditions
	dispose of any waste chemicals in the appropriate fashion
	provide adequate ventilation and extraction facilities in storage and use areas of hazardous substances
<b>Machinery</b>	
	machinery should always be kept clean and adequately guarded
	machinery should only be operated by those who are adequately trained
	stop/start switches should be clearly marked and within easy reach of the operator
	noise levels, fumes and exhaust should be controlled
	maintain machinery according to the manufacturer's specifications
	always observe and obey safety notices in relation to machinery
<b>Fire</b>	
	fire extinguishers should be clearly marked and always in place
	fire extinguishers should be regularly serviced
	fire exits should be kept clear and well marked
	staff should be trained in evacuation procedures
<b>Training</b>	
	follow the best (safest) work procedures
	clarify roles and responsibilities
	create a culture of safety by training new members
	meet legislative requirements
<b>Personal Protection Equipment</b>	
	protective clothing including appropriate footwear, gloves, goggles
	venting
	rubber gloves for First Aid
<b>Design</b>	
	give consideration to direction and choreography in relation to the physical consequences for performers
	give consideration to set design in relation to physical consequences to the crew in transporting and setting it up.

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### Inclusion and Equity Policy

J&L Presents prides itself on providing a safe, welcoming and supportive environment for all members, associates and participants of our theatrical community. We are committed to the fair and equitable treatment of all individuals regardless of their background or personal attributes. Bullying, harassment or any other forms of inappropriate behaviour targeting individuals based on their personal attributes may result in being withdrawn from activities and events provided by or associated with J&L Presents.

### Harassment Policy and Procedures

#### **Purpose**

This policy applies to all relationships within "J&L Presents", including volunteers, employees, consultants, and customers. This policy aims to:

- create a working environment which is free from harassment, and where everyone is treated with dignity, courtesy, and respect.
- increase the awareness and understanding of what kind of behaviour or conduct constitutes harassment, and of the problems associated with harassment, through ongoing education and training strategies.
- work towards solution of harassment issues.
- set and maintain appropriate standards of behaviour at all times, which protect everyone from harassment.
- provide effective, fair, timely and confidential procedures based on the principles of natural justice for dealing with harassment complaints if they arise.
- Ensure J&L Presents complies with its legal obligations concerning harassment.
- ensure nobody is victimised or disadvantaged if they report behaviour which breaches this harassment policy.

#### **Policy**

It is the policy of J&L Presents. that there is an environment in which everyone can participate without distress or interference caused by harassment, including sexual harassment.

J&L Presents. does not accept harassment of any of its members, volunteers or participants by other volunteers, members, consultants, and customers. In all situations it is the stated policy of J&L Presents that any harassment is unacceptable and will not be tolerated in any circumstance. Harassment behaviour may be unlawful, and as such, legal action can be taken against anyone for harassment. Harassment is not just unlawful while involved in J&L Presents. activities, this behaviour is illegal in any context related to J&L Presents. activities, including rehearsals, working bees, rehearsal weekends and performances.

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### **Harassment Definition**

Harassment is any uninvited or unwelcomed behaviour / conduct that any reasonable person would interpret as offending, humiliating or intimidating another person(s).

A person's conduct need not be intentional to constitute harassment.

Examples of harassment include:

- offensive jokes, demeaning comments, displays of offensive material.
- racially oriented verbal abuse.
- repeated irrelevant reference to a person's racial, cultural, ethnic or religious background or affiliation.
- mocking a person's physical appearance, attributes or behaviour (*E.g. Making repeated reference to a person's stutter.*)

Harassment may be unlawful if it involves unwelcomed or offensive behaviour that relates to individual characteristics protected under law. (*E.g. A person's race, gender, ethnic background, religion, political affiliation, sexual preference or personal attributes*)

### **Sexual Harassment Definition**

Sexual harassment may involve unwelcome sexual approaches, unwelcome requests for sexual favours or unwelcome sexual behaviour or conduct which offends, intimidates or humiliates another person. Examples of sexual harassment include:

- unwelcomed comments about a person's sex life or physical appearance.
- suggestive behaviour such as staring or leering at a person, or parts of their body.
- sexual jokes, comments or innuendo.
- offensive telephone calls.
- displaying offensive photographs, reading matter, graffiti, or objects.
- sexual propositions or continual requests for dates.
- making promises or threats in return for sexual favours.
- unwelcomed physical contact such as touching or fondling.
- Stalking.
- sexually explicit conversation.
- touching or fiddling with another person's clothing.
- indecent assault or rape (which are also criminal offences).

Behaviour which is based on mutual attraction, friendship and respect is not likely to involve sexual harassment as long as the interaction is consensual, welcomed and/or reciprocated.

### **Informal Complaints**

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Informal procedures emphasise solutions rather than factual proof or substantiation of a complaint. Informal complaints are those that can be resolved informally by the complainant or through discussion between the parties.

J&L Presents. participants who believe they are being harassed are encouraged to inform the harasser that their behaviour is offensive, unacceptable and against company policy. However, while this action is encouraged, if a J&L Presents. participant is unable to inform the harasser of this, other steps are available.

Alternatively, anyone who believes they are being harassed may choose to informally approach a member of the J&L Presents. committee, depending on who they feel most comfortable approaching. A request may be made for this person to speak about the allegation on their behalf to the person concerned.

Harassment issues may also be resolved through mediation or consultation.

The Harassment Investigator assists the two parties to discuss options, consider alternatives and reach a consensual agreement to the satisfaction of both parties.

Anyone harassed is encouraged to talk to a member of the Committee, whichever they feel comfortable discussing such matters, and be assured of receiving assistance.

Such complaints will be handled confidentially.

Where issues have not been resolved through informal options they may pursue formal proceedings, or they may choose from the onset to make a formal complaint.

### ***Keeping Records of Informal Complaints.***

Ensure that where there is no admission of an allegation or formal investigation, defamatory information about an alleged harasser is not kept on file. The Secretary should be informed of all informal harassment complaints to ensure the company is not at risk of a liability complaint.

A secure and confidential record keeping system must be kept which allows for the situation where numerous complaints are received about the behaviour of the same person, or problems in the same area.

### ***Formal Complaints.***

Formal complaints are complaints that are put in writing to J&L Presents. and necessitate written records of the proceedings and the interviewing of other relevant parties.

Formal complaints are investigated promptly by an impartial investigator with strict adherence to the J&L Presents. harassment procedures to resolve the issue.

### ***Keeping Records of Formal Complaints.***

Where a formal complaint is substantiated based on the facts from the investigation process, records of the complaint and the action taken, including records of investigation and witness statements, are kept by the J&L Committee in a separate, confidential file. The file is retained for a period of seven years, in a secure location with strict access limitations.

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Where a complaint is inconclusive or unsubstantiated, the parties should be informed and a record of the complaint or resolution, including records of the investigation, personnel involved in the process and witness statements, kept by the committee for a period of seven years.

### ***Using an External Agency.***

To ensure impartiality it may be necessary to engage an external agency to carry out the investigation of a harassment complaint on behalf of the company. For instance, this may happen where:

- the complaint involves serious allegations of misconduct where an informal resolution to the complaint may compromise the rights of the parties.
- the complaint is against a J&L Presents Committee Member or a senior member of the Production Team. Investigation by an external agency may ensure the complainant or alleged harasser is not victimised or disadvantaged.

Contact with an external agency is to be made through a committee individual, as long as they are not the person accused or harassed.

A formal Investigation will consider all available evidence, including any surrounding evidence.

This includes:

- supporting evidence.
- head of department reports.
- previous complaints about the behaviour of the alleged harasser.
- records kept by the person claiming to have been harassed.
- and if there is insufficient proof to decide whether or not the harassment occurred.

### ***Managing complaints using principals of natural justice.***

The process used to manage a complaint must adhere strictly to the principles of natural justice.

This means the respondent has a right to:

- know what they are accused of (specific allegations).
- know who is making the allegations.
- have a support person of their own choice present during the investigation interviews.
- fair treatment and procedures.
- not be prejudged or discriminated against.
- representation and advice throughout the process.
- not be dismissed, or involvement terminated, unfairly or otherwise treated unfairly, harshly or unreasonably, taking into account all the circumstances.
- privacy, that is, to have the matter kept confidential and on a 'need to know basis
- protection from defamation and malicious complaints.

### ***Disciplinary Action.***

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Any subsequent action is intended to ensure that the harassment does not continue.

If a claim of harassment is substantiated, the matter will be considered by the Committee and will lead to disciplinary action.

Depending on the circumstances, disciplinary action may take the form of an apology, counselling, warning, suspension, and dismissal. Such action will apply to anyone found to be harassing anyone else.

Disciplinary action depends on factors such as:

- the severity and frequency of the harassment.
- whether the harasser could have been expected to know that such behaviour was a breach of policy; for example, they have previously been informed on the harassment policy
- whether there had been any prior incidents or warnings.

Where a complaint is substantiated, all parties involved, including those people who have assisted in trying to resolve the complaint, must be re-educated on expected behaviour through an appropriate forum. The outcome of a substantiated complaint should not disadvantage the person who was harassed in any way.

### ***Victimisation.***

Nobody may be threatened, victimised or disadvantaged as a result of making a harassment complaint. Where such behaviour has been demonstrated, or the complaint process has been threatened, the victimisation should be reported to the President or the Administrator.

The harassment procedures must be adhered to when a victimisation complaint is made.

Disciplinary action will be taken against anyone who victimises or retaliates against a person who has complained of harassment.

Nobody is to have restrictions placed on them regarding which complaint option they choose to use. Nor should they be threatened or subjected to any detriment as a result of their choice.

### ***Confidentiality.***

The parties to a harassment complaint are responsible for ensuring confidentiality at all times, with respect to both verbal discussions and written documentation related to the complaint.

The number of people involved in any investigation should be kept as small as possible and limited on the basis of a genuine need to know or to be involved.

The company is aware that complaint investigations are capable of affecting the reputations of those involved and aims to prevent innocent people being injured by breaches of confidentiality.

All parties to a complaint should be warned about the legal risk (defamation) associated with disclosing allegations and counter-allegations.

### ***Vexatious Complaints.***

Vexatious complaints are those complaints made:

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- in bad faith without genuinely believing it to be true.
- motivated by ill will or malice.
- by indiscriminately broadcasting the allegations.

It is unlikely for a complaint to be defamatory if it is made in good faith and through the proper channels.

Disciplinary action will be taken against anyone who complains if there is strong evidence that the complaint was vexatious or malicious.

### ***The Role of Harassment Investigators.***

Harassment Investigators are responsible for employing appropriate mediation or resolution strategies and should be sufficiently senior and skilled to do so.

Normally this would be a senior member of the J&L Presents. Committee.

Harassment Investigators must maintain confidentiality at all times.

Where a formal complaint is necessary, the Harassment Investigator is responsible for ensuring effective complaint procedures are followed.

Harassment Investigators should refer the investigation onto the external agency if:

- the allegations involve serious misconduct that could result in termination of involvement or membership; or
- an internal investigation would compromise the rights of the parties involved.

Harassment Investigators are responsible for:

- resolving harassment issues between the parties.
- recommending disciplinary action.
- coordinating remedial activities where necessary.

Disciplinary recommendations must be made in consultation with the Committee. The same person should not mediate or conciliate a case and then conduct a formal investigation. The two processes should be conducted by different people.

### ***Responsibilities.***

#### **Employees, Participants, Volunteers and Consultants.**

It is their responsibility to:

- respect the right of their fellow members, participants, volunteers and consultants, including the right to participate in an environment free of harassment, and to comply with this policy.
- maintain confidentiality if they provide information during the investigation of a complaint. The spreading of gossip or rumours by anyone may expose them to a defamation action.
- not make vexatious or malicious allegations of harassment.

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- J&L Entertainment is committed to providing a safe and supportive space for the LGBTQIA+ community. We acknowledge and respect their diverse identities promising to actively listen and learn from their experiences.



## J&L PRESENTS

A division of J&L Entertainment

Johnathon "Johnno" White

0449 941 017

jandlentertainment.oz@gmail.com

### J&L Presents, Committee, Managing Directors, Production Team.

It is their responsibility to:

- successfully apply this policy, ensuring that ongoing education and training occurs for everyone involved with J&L Presents.
- respond to all incidents or accusations of harassment. Where necessary, the harassment complaint or incident should be forwarded to the nominated contact officer.
- ensure that any action and or behaviour which constitutes harassment that is brought to their attention, regardless of how, is addressed in line with this policy.
- ensure that everyone within their area of responsibility understand this policy, and to monitor their areas to ensure they are free from harassment as far as practicable.
- conduct further training / awareness sessions and monitor the situation following the resolution of a complaint.
- model appropriate behaviour themselves.
- implement, provide and record ongoing training, guidance, and assistance related to this policy.
- maintain records of harassment complaints, including their resolution, and follow up action.
- follow up action resulting from the investigation, including disciplinary action.
- always maintain confidentiality.

***Anyone has the right to lodge a complaint with the State Equal Opportunity Authority at any time.***

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## J&L Presents Privacy Protection Statement

J&L Presents. respects and is committed to protecting your privacy. We are bound by the National Privacy Principles in the Privacy Act 1988.

When we collect your information, if appropriate we will tell you why we are collecting it and how we plan to use it. We usually collect information such as your name, address, telephone number, email address and, where appropriate for a specific transaction, financial details. We use this information to provide our services to you, to fulfil administrative functions associated with these services and for marketing and client relationship purposes. As a general rule we do not collect sensitive information. However, if we do, we will seek your consent to collect it, unless the law allows us to collect it without your consent.

J&L Presents. may disclose your information to our volunteers, service providers, agents, and contractors to help us to provide and market our services to you. If we do this, we require these parties to protect your information in the same way we do. We use a variety of physical and electronic security measures including restricting physical access to our offices, firewalls, and secure databases to keep personal information secure from unauthorised use, loss or disclosure. You have a right of access to personal information we hold about you in certain circumstances. If we deny your request for access, we will tell you why.

J&L Presents. is committed to protecting your privacy. It is bound by the National Privacy Principles contained in the Privacy Act 1988 and all other applicable legislation governing privacy. Our respect for your privacy is paramount. We have policies and procedures to ensure that all personal information is handled in accordance with National Privacy Principles. This Privacy Policy sets out our policies on the management of personal information – that is, how we collect personal information, the purposes for which we use this information, and to whom this information is disclosed.

### **1. *What is personal information?***

Personal information is information that could identify you. Examples of personal information include your name, address telephone number and email address, or more complex information like medical information.

### **2. *How does J&L Presents. collect and use your personal information?***

Some of the ways in which J&L Presents. collects personal information is when you submit an onboarding form to us or when you email us. These uses are discussed below.

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### **3. *What happens if you don't provide personal information?***

Generally, you have no obligation to provide any personal information to us. However, if you choose to withhold personal information, we are unlikely to be able to respond to your application or query.

### **4. *To whom do we disclose personal information?***

We engage third party service providers to perform functions for J&L Presents. Such functions include mailing (email broadcast and Australia Post), credit card payment authorisation, market research and promotions. For our service providers to perform those functions, in some circumstances it may be necessary for us to disclose your personal information to those suppliers. Where disclosures take place, we work with these third parties to ensure that all personal information we provide to them is kept secure, is only used to perform the task for which we have engaged them and is handled by them in accordance with the National Privacy Principles.

### **5. *How do we protect personal information?***

At all times, we take great care to ensure your personal information is protected from unauthorised access, use, disclosure, or alteration. We endeavour to ensure that our volunteers are aware of, and comply with, their obligations in relation to the handling of personal information. Only properly authorised volunteers are permitted to see or use personal information held by J&L Presents and, even then, only to the extent that it is relevant to their roles and responsibilities. Your personal information will not be sold to any other organisation for that organisation's unrelated independent use. Further, we will not share your personal information with any organisations, other than those engaged by us to assist us in the provision of our products and services (as described above).

### **6. *Is the personal information we hold accurate?***

We endeavour to maintain your personal information as accurately as reasonably possible. However, we rely on the accuracy of personal information as provided to us both directly and indirectly. We encourage you to contact us if the personal information we hold about you is incorrect or to notify us of a change in your personal information. Our contact details are set out below.

### **7. *How can you access or correct the personal information we hold about you?***

Wherever possible and appropriate, on request we will let you see the personal information we hold about you and correct it if it is wrong. If we do not allow you access to any part of the personal information we hold about you, we will tell you why. If you wish to obtain access to your personal information held by us, or to request us to correct any errors in that information, please contact us.



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## **Intellectual property policy.**

### ***Purpose.***

The purpose of this Policy is to provide a framework for the ownership, use and management of Intellectual Property created in the course of J&L Presents. activities, and the observance of Moral Rights associated with that Intellectual Property.

### ***Policy Rationale.***

Intellectual Property is routinely created in the course of J&L Presents. activities. However, laws relating to Intellectual Property rights and Moral Rights can create complicated ownership and other issues that J&L Presents. needs to manage and carefully control to avoid legal risks and disputes over these issues. This Policy aims to provide clarity for all involved in J&L Presents activities (including volunteers) in relation to the ownership of Intellectual Property and the treatment of Moral Rights. As a J&L Presents. Policy, all volunteers are taken to accept the terms of this Policy and to have agreed to comply with those terms.

### ***Definitions.***

Intellectual property (IP) is a term used to encompass a range of legal rights that protect the creations of the mind and creative effort.

In this Policy, 'Intellectual property' or 'IP' includes (but is not limited to) all intellectual property rights and industrial property rights, designs, sets, costumes, properties, artwork, musical compositions, performances, visual and audio recordings, choreography, logos and getup, inventions, models, designs, drawings, plans, software, reports, proposals, processes and other material, technology, ideas, inventions, programs, patents, copyright, trademarks and all improvements to any existing intellectual property (and whether registered or unregistered).

Moral Rights are the personal rights of an author or performer of a work to be attributed, not to have their authorship or performance falsely attributed and to have the integrity of their authorship or performance maintained. These rights are set out in greater detail in Part IX of the Copyright Act 1968 (Cth) and in this Policy, 'Moral Rights' means the rights so set out in that Act.

### ***Policy detail and application.***

- IP invented, created, made or designed by a J&L Presents. volunteer in the course of their engagement with J&L Presents shall be owned by J&L Presents.
- Each J&L Presents volunteer is taken to agree that any IP created in the course of their participation in J&L Presents. activities will be the sole property of J&L Presents and, upon becoming a volunteer, to have agreed that all such IP is assigned to J&L Presents. upon its

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creation. If requested by J&L Presents, volunteers agree that they will sign any documents required to confirm this assignment and J&L Presents. ownership.

- J&L Presents. will act reasonably to observe the intent behind the observance of Moral Rights. However, to the extent the law allows, J&L Presents. volunteers waive any Moral Rights arising from their participation in J&L Presents. activities.
- J&L Presents. volunteers agree not to bring any legal actions or claims against J&L Presents relating to Intellectual Property, IP rights or Moral Rights arising from their participation in J&L Presents' activities.

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