



This Code of Conduct sets out the standards of behaviour and conduct required of members of the Steering Group of the Live Comedy Association (“the LCA”).

### Values

I will respect and uphold the values of the LCA, and will always carry out my duties as Steering Group member with these values in mind:

- **Transparency and Openness:** we will regularly communicate with our members and partner organisations, to help us meet our overall mission. We welcome new people to talk, challenge and join us.
- **Inclusivity and Diversity:** we will strive to embody every aspect of the UK live comedy scene and always seek to recognise and represent the individual needs of their membership.
- **Outspoken and Collaborative:** we will lobby for the comedy industry to all levels of government and within the devolved administrations and look to build alliances that strengthen the sector’s voice and influence, improving the recognition of what the sector brings to the UK economically, culturally and socially.
- **Celebratory:** we will look to celebrate and prove the historical significance of the sector, its achievements in the here and now, and champion a bold vision of comedy’s role in the UK’s future cultural landscape.
- **A Source of Knowledge:** we will seek to host, generate and provide up to date and useful information to all areas of the membership, and act to facilitate the learning and upskilling of the live comedy industry.
- **Progressive and Developmental:** we will seek to identify best practice from the UK and around the world and encourage its adoption throughout the industry.

### General

- I will abide by all policies of the LCA, including the Members’ Code of Conduct.
- I will support the objectives and mission of the LCA, championing and supporting it with any knowledge and experience — and seeking additional advice and guidance where appropriate.
- I will respect organisational and individual confidentiality.
- I will never use confidentiality as an excuse not to disclose matters that should be open and transparent.
- I will seek to be accountable for my actions as a Steering Group member and will always submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to ensure that the LCA is well run.
- I will act within the interests of the LCA and will not bring the LCA into disrepute.



### Managing Interests

- I will not gain materially or financially from my involvement in the LCA Steering Group unless specifically permitted to do so.
- While conducting my role as Steering Group member, I will act in the best interests of the LCA and not as a representative of any other individual, group, or business.
- I will not put myself in a position where my personal or business interests conflict with those of the LCA. Where there is a conflict of interest, I will ensure that this is managed in an appropriate manner.

### Meetings

- I will attend all appropriate meetings or give apologies.
- I will prepare fully for all meetings, including reading minutes and completing any tasks assigned to me.
- I will contribute to meetings and discussions in a considered and constructive manner: listening carefully, challenging sensitively, and avoiding conflict.
- I will participate in collective decision making, accept majority decisions, and will not act individually unless specifically authorised to do so.

### Relations

- I will communicate and work in a professional, respectful manner with everyone who I come into contact with through my work as a Steering Group member.
- I will respect diversity and boundaries, and avoid causing offence.
- I will not make public comments about the LCA unless authorised to do so.
- I will explicitly state on my public profiles that my views are not the views of the LCA.

### Leaving the Steering Group

- I understand that any substantial breach of any part of this code may result in my being asked to resign from the Steering Group.
- Should this happen, I will be given the opportunity to be heard. In the event that I am asked to resign from the Group I will accept the majority decision and will resign at the earliest opportunity.
- If I wish to cease being a Steering Group member at any other time, I will inform the Chair and Vice Chair in writing.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_