

**EVENTS POLICY**

CDS (Convergence Dance Studios Limited) plans and hosts a wide range of events and performances throughout the year. These events and performances form an integral part of our purpose and keep us connected with you and our community.

**1. General**

1. Events and performances must be arranged and carried out in accordance with this policy.
2. This policy applies to all students, employees and other persons engaged by CDS from time to time (for example contractors, referred to in this policy as “others”) in relation to their participation and observance at events and performances conducted by CDS.
3. Events and performances must only be approved by those with the relevant delegated authority and must be approved during the planning phase and prior to the event taking place.
4. For the avoidance of doubt, CDS-Convergence Dance Studios Limited also incorporates The New Zealand Youth Ballet Company, Aspire and Junior Aspire, and this policy also applies to all students, employees and other persons engaged by these entities.

**2. Behavioural Expectations at Events and Performances**

1. CDS expects students, employees and others to uphold a high standard of behaviour when performing, attending or observing at CDS events and performances. CDS prohibits any such behaviour that doesn't meet a high standard, including but not limited to behaviour that:
  - a. Constitutes any kind of harassment, discrimination or bullying of a student, employee or any other person associated with CDS;



- b. Is offensive, obscene, inflammatory, threatening, racist, sexist, victimising or otherwise inappropriate comments in the circumstances;
  - c. Has the potential to adversely affect the reputation of CDS, its students, employees, customers, business partners or any other party associated with CDS.
- 2. If a student or employee (or other) engages in behaviour at an event or performance which CDS reasonably considers to be in breach of this policy, the student or employee (or other) may be escorted off the premises, or CDS reserves the right to take any other such disciplinary action as it considers appropriate in the circumstances.

### **3. Cancellations**

- 1. CDS makes every possible effort to ensure that our events and performances go ahead as planned. CDS remains flexible in our response to circumstances beyond our control and their impact on our students, employees, others and our community.
- 2. SHOULD UNFORESEEN CIRCUMSTANCES OR A DIRECTIVE FROM GOVERNMENT RESULT IN THE CANCELLATION OF AN EVENT:
  - a. All registered attendees will be notified via email;
  - b. Updates will be posted to our social media accounts (e.g. Facebook and Instagram accounts);
  - c. Any payments will be refunded in full, unless stated otherwise in the ticket or event terms and conditions, or cancellation notification.

### **4. Policy Amendments**

- 1. CDS is entitled to amend and change this policy from time to time at its sole discretion and employees, students (and others) are required to observe such amendments.