

## Code of Conduct OFFprojects

### 1. Introduction

OFFprojects aims to be a work organization with an open character, where people treat each other in a respectful manner and address each other directly on observable behavior (not on the person). Inappropriate behavior, especially when left unaddressed, spoils the work atmosphere and can affect the health, self-confidence and performance of the employee and therefore the quality of work.

In this, we take responsibility for providing a safe working environment for everyone involved in the organization. Physical and verbal violence and any other form of unwanted, (sexually) transgressive behavior will not be tolerated.

A safe working environment stems from a healthy organization, where development and knowledge of employees and those involved is central and promoted. Where those involved perform their duties and contribute to the goals of the organization. Within a healthy organization there is a clear vision, a clear job description, contacts grow from 'attachment' and are task-oriented, relationships are open.

OFFprojects recognizes that this requires a joint and continuous effort and we ask everyone - from board, employee to visitor - to actively support this goal. Both from employees and third parties, we expect that in dealing with others in the workplace, they behave collegially and respectfully and avoid undesirable manners, regardless of whether hierarchical differences exist between them in function or position. Furthermore, we expect all those in the workplace to be alert to undesirable behavior between other persons in the workplace and to take (proportionate) action in case of any suspicion.

This includes:

- everyone working and involved at OFFprojects treats each other with respect;
- opinions may differ;
- discussions are resolved in dialogue;
- physical and verbal violence will not be tolerated.

This code applies to the employees of OFFprojects: employed, freelance, internship or volunteer, guests, contractors, researchers, artists and anyone else with whom OFFprojects works. OFFprojects does not discriminate on the basis of relationship or employment.

### Sector-specific factors

The nature of our work is characterized by (sector) specific factors of which we must be aware, including:

- Working in a sector with an overstretched labor market;
- Working in a relatively small team and the sometimes blurred line between work and private life (e.g. at openings and/or overtime);
- The physical aspect of the genre of dance; people are used to touching each other/making physical contact;
- The pressure to create a programme within strict deadlines;
- Irregular working hours and hybrid structure;
- The (external) social pressure to operate as an institution according to the set ethical and social objectives;
- There are often high ambitions and limited resources;
- Working in a competitive environment in which each must be aware of the perception of roles and their consequences.

### 2. What are undesirable behaviors?

Starting point are provisions laid down in Dutch law:

- The Civil Code;
- The General Equal Treatment Act (Awgb);
- The Equal Treatment of Men and Women Act (Wgbm/v);
- The Working Conditions Act;
- the Risk Inventory & Evaluation and Action Plan.

For more information on undesirable behavior see [www.szw.nl](http://www.szw.nl) then choose topics and click aggression and violence, bullying or sexual harassment.

By 'undesirable behavior', OFFprojects means behavior - whether or not there is a hierarchical difference in function or position between those involved - that leads to psychosocial workload<sup>1</sup>, insofar as it concerns: intimidation; sexual harassment; bullying; aggression and use of violence and discrimination.

### 3. Reporting undesirable behavior

Everyone who works for OFFprojects - employed, freelance or voluntary -, participates in OFFprojects's programmes, visits OFFprojects, or provides a service is jointly responsible for a safe climate.

If you experience undesirable behavior, there is the possibility to speak to each other about it, in addition there are the following possibilities to express, discuss and/or report concerns or experiences:

#### 3.1 As a OFFprojects **employee** (employed, freelance, internship or volunteer):

- With your supervisor (for employed, interns, volunteers), or client (for freelancers);
- If for any reason this is neither possible nor desirable, with the directors of OFFprojects (see 3.2.);
- If for any reason this is neither possible nor desirable, you can contact Monique Masius confidential advisor. She can be reached at via [interacting.services@gmail.com](mailto:interacting.services@gmail.com) or per telephone +31630637300 (NL) Whatsapp and international contact: +905522351054.
- At all times there is the external platform Mores Online ([www.mores.online](http://www.mores.online)): central, joint reporting point for undesirable behavior for the Dutch cultural and creative sector.

The external confidential advisor - Monique Masius:

- Is completely independent in her support and guidance;
- Has a duty of confidentiality, which can only be lifted with the consent of the reporter;
- The confidential advisor does not mediate.

The main tasks of the confidential advisor are:

- Accommodate the employee;
- Analyzing the situation with the employee;
- Advising the employee on the steps to take;
- Guide and support the employee experiencing the undesirable behavior through the procedure of mediation and/or the complaint procedure.

#### 3.2 As a **visitor, guest or other external without a direct**

(employment) relationship with OFFprojects:

To the business manager of OFFprojects, Lobke Nabuurs. She can be reached at +316 43256381 or [lobke@offprojects.nl](mailto:lobke@offprojects.nl). Or to board chair Stacz wilhelm at [contact@staczwilhelm.eu](mailto:contact@staczwilhelm.eu).

Other board member:

Olof van winden: [olof@todays.art](mailto:olof@todays.art)

#### 3.3 As a **service provider**:

To the person who gave you the assignment or, if that is not possible, by email to Board Chair Stacz Wilhelm at [contact@staczwilhelm.eu](mailto:contact@staczwilhelm.eu).

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<sup>1</sup> Within the meaning of article 3 paragraph 2 of the Working Conditions Act

All experiences will be taken seriously and treated in confidence. When the OFFprojects team itself does not have the appropriate expertise, professional help will be called in - in consultation with the reporter - for further guidance. You are never alone!

Please note the following: the management/administrator(s) have a duty to ensure a safe working environment and the board to supervise the organization. It may therefore be necessary to act on a report to the management or the board, for example because the undesirable behavior affects or could potentially affect others.

Although this will naturally be handled with care, complete confidentiality cannot always be guaranteed. Employees against whom a complaint is made will be treated with care. In principle, complete confidentiality is the adage for all those involved. It may be necessary to deviate from this principle if it is in the general business interest. In that case, the privacy of those involved will be protected as much as possible. Clear agreements about follow-up steps will be made with the consent of all parties involved.

#### 4. Procedure

If cross-border behavior is reported, the following steps will generally be taken:

- The approached person within OFFprojects or the confidential advisor (the contact person) listens to the reporter;
- If the reporter has **witnessed** the behavior:
  - The contact person discusses the report with the parties involved;
  - For further actions, see below;
- If the **reporter** herself has experienced this behavior:
  - The contact person accommodates and provides support to the reporter, according to the reporter's wishes;
  - Discusses options with the contact person. For example:
    - Engage in conversation with the person(s) involved;
    - Involving Police and/or victim support or the sexual violence center;
    - If the required expertise is insufficient, advice is sought from independent experts, this may also result in an independent investigation;
    - If necessary and appropriate, occurring cases are discussed in the meeting of the Board, also with a view to possible adjustment of the Code of Conduct;
    - If necessary, appropriate sanctions will be taken depending on the relationship with the offending party and the severity of the behavior. This can range from a formal warning, denial of access to the premises, termination of the relationship, termination of the assignment, dissolution of the employment or cooperation agreement, etc.

In all steps, OFFprojects respects the trust and privacy of the notifier, whereby the notifier retains as much control as possible over the steps to be taken, unless their own safety or that of others is at stake, or when serious crimes require us to do otherwise and a report must be made to the Police and/or Safe Home. In that case, the privacy of those involved will be protected as much as possible. Clear agreements about follow-up steps will be made with the consent of all parties.

All cases are assessed individually.