

Code of Conduct

We, the management of Conny Janssen Danst, attach great value to a safe and secure working environment in which everyone feels safe. We wish for honest and respectful interaction. In our company, we do not discriminate against anyone and we do not exclude anyone. When working together, no-one should suffer any physical, verbal or psychological harm.

Everyone – from manager to dancer, from technician to volunteer – is responsible for a safe working environment. We, as the board of directors, are ultimately accountable, which is why we outline our policy towards social safety.

In this **code of conduct**, you will find what we expect from each other as far as behaviour and attitude are concerned, how we define inappropriate behaviour and in what ways we will deal with undesirable interaction. You will also find practical advice for situations in which you experience inappropriate behaviour.

We strive for a culture of respect, understanding, collegiality, and open communication. We encourage desirable behaviour, meaning:

- we look out for each other;
- we behave honestly and respectfully towards everybody;
- we stick to your agreements;
- we listen to each other;
- we help and support each other;
- we share knowledge and information.

1. What is inappropriate behaviour?

Undesirable or inappropriate behaviour is behaviour that causes psychosocial work stress, as defined in the Dutch 'Arbowet' (working conditions act). This law includes:

Sexual harassment

Inappropriate behaviour in the sexual sphere, including sexual remarks, improper approaches or inappropriate touches.

Discrimination

Each form of unequal treatment or discrimination on the basis of gender, origin, race, religion, sexual orientation, gender identity, political views, disabilities or chronic diseases.

Agression, intimidation and violence

Situations in which someone is harassed, threatened or attacked, either psychologically or physically.

Bullying

Systematically causing physical, verbal or psychological damage, for example excluding or ignoring someone, gossiping about someone, sabotaging someone's work or ridiculing a person.

Our policy is in accordance with the Dutch *Arbowet*, which obliges employers to create a safe and healthy work climate and to avoid or reduce psychosocial work stress (PSA). We take measures to reduce these risks and offer support to employees through supervisors and our confidential advisor. Our policy will be evaluated annually and adjusted if necessary.

2. To whom do the rules of behaviour apply?

The rules apply to all employees, supervisors and to everyone who works on commission for Conny Janssen Danst, including freelancers (zzp'ers), interns, volunteers and temporary agency workers. The rules of behaviour apply both during working hours and beyond, as inappropriate behaviour can also be harmful outside working hours, for example via social media.

We reject all forms of inappropriate behaviour: under no circumstances will they be tolerated. Our policy aims at actively preventing, signaling and addressing inappropriate behaviour. In addition, everyone has a personal responsibility to set boundaries and be mindful to those of others. Inappropriate behaviour must always be addressed, either directly or through a third party.

3. Addressing the problem

If you experience inappropriate behaviour, you decide for yourself what action is right for you at that moment. In this way, you remain in control.

Speaking directly to the person responsible

You may choose to address the person who shows inappropriate behaviour. The purpose then is:

- to make clear where your boundaries lie;
- to make clear that this behaviour has to stop;
- to try and solve the problem in a more informal way.

If this does not feel safe or comfortable for you, you can always ask a supervisor or a confidential advisor to be present during the conversation. An informal conversation is not documented and does not form part of an investigation process.

When a formal report is appropriate

Sometimes, a conversation is not possible or desirable. Sometimes, the situation is more serious or occurs repeatedly. Sometimes you do not feel at ease, or you would like the organization to investigate the situation further. In such cases, too, you decide which next step is right for you.

You can, for example:

- ask the confidential advisor for support;
- get a manager / supervisor involved;
- ask advice on possible next steps;
- file a formal complaint (only if you, yourself, wish to do so) .

Important to know: your report will never result automatically in implementing measures. Measures will only be taken into consideration after a thorough, independent investigation within the organization – not by you, not by the confidential advisor. Your role is to describe what you have experienced. The organization is responsible for assessing and following up on the matter.

Engaging a confidentiality advisor

If you experience or notice any inappropriate behaviour, you can consult our external confidentiality advisor. A confidential advisor is there to ensure your safety, listen to your story and support you in your choice of action.

What can you expect from the confidentiality advisor?

The confidentiality advisor:

- listens to your story and provides a safe space for you to speak;
- offers support and advice, so that you can decide for yourself which steps are right for you;
- informs you about possible courses of action (informal resolution, supervisor, complaints procedure, external bodies);
- helps you find out what you need and what options you have to stop the behaviour;
- can support you in submitting a formal complaint, if you wish to do so;
- can support you in reporting the matter to the police if a criminal offence has been committed; for example, by helping you to file a report;
- advises the organization (in general terms, never on individual cases without consent) on prevention and policy.

What is it that the confidentiality advisor does *not* do?

The confidentiality advisor:

- never takes any action without your consent;
- does not take over your problem or make decisions on your behalf;
- does not act as a mediator (though they may refer you to one);
- does not investigate incidents;
- does not judge matters of guilt or truth;
- does not impose measures or steer the process in that direction;
- never reports substantive information to the organization without your consent.

This means you are in control throughout the entire process. The external confidential advisor supports and guides you, and safeguards your safety.

Please note: inappropriate behaviour is distinct from any workplace disputes, reorganizations, work load issues or the division of tasks by the management. If, in situations

like these, you feel you are being treated unfairly, the confidential advisor will help you with that specific issue, not with organizational matters.

Who can you contact?

You can always talk to us, as managers. You can also contact **Saffira Becker**, our external confidentiality advisor. Saffira is fully independent. Certified by the LVV– (the Dutch national association of confidentiality advisors) she will always treat the information she receives as confidential and is bound by a duty of confidentiality (unless a criminal offence is involved, but only after consulting with you) . Saffira is available if you experience inappropriate behaviour, but also if you are accused of such behaviour.

Saffira can be reached by phone on 06-82655099, but also by text message, WhatsApp or by email at saffira@uwexternvertrouwenspersoon.nl.

In addition, you can contact the independent reporting centre for the entire cultural and creative sector: <https://mores.online>. Like us, Mores works exclusively with certified confidentiality advisors and has extensive experience. They too are bound by a duty of confidentiality, just like our external confidential advisor.

In conclusion:

Honesty and integrity are the foundations of our actions. They are essential values for everybody who contributes to the success and well-being of Conny Janssen Danst. When we treat one another with respect, we create the space to be different, to work together and to grow together.

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Management of Conny Janssen Danst

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