

Alternative Entertainments Code of Conduct for Staff (administrative and artistic)

Responsibility and accountability

You should be aware of the ethical, legal and professional responsibilities of Alternative Entertainments. You should avoid personal and professional misconduct that might bring the organisation into disrepute. To achieve this:

- You are encouraged to advance public knowledge and understanding of Alternative Entertainments and to counter false or misleading statements which are detrimental to the work of the organisation, and to the arts community.
- You will not misrepresent Alternative Entertainments nor the work undertaken by us. Where required you will ensure that clear context is in place for any statements about Alternative Entertainments and its work.
- You should encourage and support the organisations' staff and participants in the development of their creative work and careers.
- You should not speak in the name of Alternative Entertainments without authorisation.
- Staff, participants and participants guardians come from a broad range of political and personal beliefs. You are encouraged to respect the right of others to have different values to your own.
- Your opinion is important to us, but such opinions may conflict with the work of Alternative Entertainments. At such times, you are asked to act in a manner that is collegiate and open to understanding.

Integrity and honesty

You should:

- Be honest and accurate in representing your professional profile, including such matters as knowledge, skill, training, education and professional experience.
- Take reasonable steps to ensure that your qualifications and competencies are not misrepresented by others and to correct any misrepresentation identified. Where appropriate, you must recognise and clarify the limits of your knowledge, skills, training, qualifications, education and experience. Professional status will not be recognised until the evidence requested is in place. Without such evidence your application for project contracts may be declined or delayed until it is provided. This is at the discretion of the board.
- Be honest and accurate in conveying professional conclusions and opinions.

Respect and fairness

We are committed to maintaining and promoting a considerate, inclusive community in which people treat each other with dignity and respect. You should not discriminate against, bully or harass others on the basis of: cultural and role difference, including (but not exclusively) those involving age, disability, education, ethnicity, gender, language, national origin, political beliefs, race, religion, sexual orientation, marital or family status and socio-economic status. You should respect the knowledge, insight, experience and expertise of fellow members, (regardless of career stage and length of membership) relevant third parties, and members of the general public.

We recognise as *bullying*, behaviour that may be characterised as offensive, intimidating, malicious or insulting, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying does not need to be deliberate; someone may demonstrate bullying behaviour, which falls within the above definition, without intending it. Whatever form it takes, bullying is unwarranted and unwelcome, and can cause embarrassment, fear, humiliation or distress to an individual or group of individuals. Bullying often results from a misuse of individual power derived from status/position, physical strength or force of personality. It can also follow from collective power arising out of a strength of numbers.

We recognise as *harassment* any unwelcome verbal or physical behaviour, including sexual advances, when the unwanted conduct has the purpose or effect of either violating another person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. Harassment does not need to be deliberate; someone may harass another person without intending to. In some situations, where the unwanted conduct is serious, a single incident may constitute harassment. In other situations, conduct may become harassment if it is repeated or sustained.

The following list provides examples of the types of behaviour which can amount to harassment, although the list is, by no means, exhaustive:

- *Unwelcome physical contact or physical interaction:* This may range from unnecessary touching or brushing against another's body, physical assault, coercive sexual relations, physical threats, insulting or abusive behaviours or gestures. It may also encompass invading someone's "personal space" by standing very close to him/her where this is unnecessary.
- *Unwelcome verbal conduct:* This may include the making of remarks and comments about appearance, lewd comments, sexual advances, innuendo and banter, the making or repetition of offensive or stereotyped comments, jokes or songs, the making of threats and the making of patronising comments.
- *Unwelcome written or visual interaction:* This may include sending unwelcome emails, notes or pictures, and displaying or sending offensive material on any Alternative Entertainments social media/websites/blogs etc.

Harassment, bullying and victimisation of staff, or by staff, by electronic methods.

Given the current reliance upon electronic means of communication it should be specifically noted that harassment, bullying and victimisation by electronic means is also unacceptable. For example, this might involve:

- Sending emails (with or without attachments) which breach the terms of this Code.
- Inappropriate copying of emails to parties not seen as relevant to the discussion, as a way of intimidating or inappropriately gaining leverage over other staff, guests, volunteers or participants in the organisation's projects.

Alternative Entertainments staff may request to end an engagement if they feel uncomfortable due to any of the above. In extreme cases, a request for the expulsion of a staff member may be put to the board.

Alternative Entertainments has legal obligations as an employer. You must ensure that all interactions with Alternative Entertainments staff and executive are in keeping with current employment laws and best practices. Staff members are requested to respect

Alternative Entertainments' No Blame culture. This is a recognition that people are human and make mistakes, and as long as the mistakes are not intentional or in conflict with the other policies in place in the organisation, and can be turned into opportunities for learning, we do not make judgement on each other.

Privacy and confidentiality

You should respect the individual and collective rights to privacy and maintain confidentiality in compliance with GDPR and Irish/EU law and regulations.

Avoidance of personal gain

You should neither offer nor accept bribes or inducements either on a personal basis or on behalf of the organisation.

You should not seek to have personal gain, financially, reputationally, or professionally or act in the name of Alternative Entertainments without authorisation from the board.

Conflict of interest

You should declare to Alternative Entertainments any competing professional or personal interests that may be pertinent to your activities within Alternative Entertainments. All activities undertaken in Alternative Entertainments name must be consistent with our vision, strategic objectives and principles.

If a conflict of interest does arise, you must inform the Alternative Entertainments CEO immediately the matter becomes apparent and should take the following actions:

- abstain from the activity in question
- stand down/withdraw from the activity in question.

Failure to do so, may lead to the imposition of actions, including a ban on attendance/participation at specific Alternative Entertainments events or activities and ultimately termination of employment.

Summary

This Code of Conduct specifies principles to which all Alternative Entertainments VAI staff and associates should adhere. It is intended to encourage trust and respect within our community. While the Code is comprehensive in scope, it may not cover every issue that may arise. If you have any doubts or queries as to its contents or purpose you are free to contact the Alternative Entertainments CEO to discuss.