

De Ateliers

Principles of Community and Code of Conduct

1. Introduction

De Ateliers is a diverse community of participants, tutors and staff. We recognize diversity as not only in citizenship and national origin, but also in cultural and social background, gender, ethnicity, age, (dis)ability, sexual orientation, religious beliefs, political preferences and personal values and norms. We strive to build a mutually respectful and equitable community.

De Ateliers takes responsibility for maintaining a positive and safe working environment in which everyone (participants, tutors and staff) is able to develop her/his/their talents. Fellowship, integrity, equality, respect, compassion, openness and attention to other persons are of paramount importance. Any form of undesirable behaviour, such as sexual or other forms of intimidation, aggression, bullying or discrimination, is unacceptable.

An international post-academic programme such as De Ateliers is by nature an institution where people from different backgrounds meet and share views, learn from each other and work together. All those who are affiliated with De Ateliers as participants, staff, tutors and other contributors must ensure that we treat each other with respect, irrespective of their origin, religious beliefs, sexual preference, (dis)ability, role or position. It is consequently everybody's task to actively promote social safety within the institution and to contribute in a positive way.

De Ateliers expects every individual who is a member of our community - participants, tutors, staff, visitors - to uphold these principles during the time we spend at De Ateliers.

2. Principles of Community

- We seek to foster open-mindedness, understanding, compassion and inclusiveness among individuals and groups in De Ateliers;
- We see diversity as a vital and stimulating source of creativity and innovation for De Ateliers and society in general;
- We are committed to creating and fostering a climate of mutual respect, cooperation and equality and ensuring open dialogue and mutual understanding;
- We value differences as well as commonalities and promote respect in personal interactions;
- We strive to build a community marked by fairness and mutual respect.

3. Code of conduct

This code of conduct applies to:

- Participants, tutors, staff and guests of De Ateliers
- Other persons working under the responsibility of De Ateliers as a freelancer, interim employee or trainee

De Ateliers expects everyone who works within the institution (participants, tutors, staff, guests) to treat each other in a respectful and fair manner in order to be able to work in a pleasant and safe environment. Good fellowship, respect, and attention to one another are part of the regular interaction in and around the building, where we want to provide a safe, pleasant and stimulating working climate. Undesirable behaviour and acts of discrimination, intimidation, harassment or any other conduct that violates our principles of community are not tolerated.

A safe and positive climate requires an active contribution from everyone who works at De Ateliers. Undesirable behaviour should at all times be addressed.

We do not accept or tolerate any form of inappropriate behavior, especially that which makes any other person in the residency feel unsafe or at risk. This includes, but is not limited to: (sexual) harassment, discrimination, aggression, violence and bullying. If it comes to our attention that individuals or groups interact disrespectfully, excluding or harming others, we will take action and we seek to mediate and resolve conflicts that arise (see point 5).

4. Definitions

The following definitions apply in this Code of Conduct:

- *Undesirable behaviour*: conduct, action or omission of an action that has physical, psychological or social consequences which are perceived as negative. This includes in any case sexual intimidation, discrimination, aggression, violence and bullying in and around the De Ateliers building as well as in accommodation provided through De Ateliers.
- *Intimidation*: any form of verbal, non-verbal or physical behaviour with the purpose or effect of compromising the dignity of a person, adversely affecting work performance or creating an unsafe work/studio situation.
- *Sexual harassment*: any form of verbal, non-verbal or physical behaviour with a sexual connotation with the purpose or effect of compromising the dignity of a person, adversely affecting work performance or creating an unsafe work situation.
- *Discrimination*: without justification, expressing insults or violent action against participants, tutors or staff because of their religion, belief, political affiliation, race,

gender, gender identity, sexual orientation, nationality, marital status, age, (dis)ability or justification, chronic illness or on any other ground;

- *Aggression and violence*: psychologically, physically or verbally harassing, threatening or attacking a participant, tutor or staff member.
- *Bullying*: intimidating behaviour of a structural nature against one or more residents, advisors or staff.

5. Procedure

Julie Boodt, office and project manager and trained confidential councilor is always available for participants to raise concerns or address issues, conflicts or other problems. However, if participants prefer to meet with other staff members to discuss these issues, they are free to contact anyone you feel most comfortable with. Participants will be taken seriously by all of the De Ateliers staff. For the issues or concerns that the De Ateliers staff do not have the right expertise for, professional care or guidance will be connected to, when needed.

De Ateliers has a confidential external councilor for participants who can be contacted in relation to cases of undesirable behaviour that you feel unable to share directly with De Ateliers staff.

This position of confidential councilor, both internal and external, is an independent position, with the following tasks:

- Acting as a point of contact for participants who are faced with undesirable behaviour;
- Providing care and support and, if necessary, referral to experts;
- Advising on any steps to be taken;
- Informing about the complaints procedure and the resulting consequences, before any steps are taken;
- At the request of the person who has contacted the confidential advisor, trying to resolve the undesirable situation through mediation;
- Assisting the reporting person at her/his/their request in submitting a complaint or assisting the person to whom the complaint is related in preparing a response to the complaint;
- Giving the directorial team and other relevant sections of the organisation solicited and unsolicited advice in the field of prevention and combating undesirable behaviour;
- Providing information and publicity about one's own position;
- The registration of reports and an annual issue of an anonymous report to the directorial team on the number and nature of the reports.

At the moment of finalizing this code, Tamara de Reu is the confidential external councilor. Tamara de Reu is reachable via tamaradereu@me.com and 06-10917087. Julie Boodt is reachable via j.boodt@de-ateliers.nl and 06-20315563.

When a conflict or case of inappropriate behaviour arises in the context of the programme, the following steps will be taken by the relevant parties, including staff and directorial team:

- We will listen to all involved parties;
- We will seek to mediate and resolve conflicts;
- We will take action if it is proven that individuals or groups are interacting disrespectfully, excluding or harming others;
- We will seek professional expertise where necessary;
- If necessary, cases will be discussed and decided on at board level;
- If necessary, we will give a formal (written) warning;
- We will consider sanctions, such as temporary suspensions;
- When there is no other option we will stop the participation or collaboration.

In all of these steps we will respect confidentiality and privacy. We will approach sensitive matters on an individual basis. Cases are not shared within the whole community, unless necessary.

6. Adoption

This code of conduct was adopted by De Ateliers on 18 November, 2020.