

2022

CODE OF CONDUCT

DE ATELIERS

1 - Introduction

De Ateliers is an international institute for talent development of visual artists at the beginning of their career. De Ateliers offers twenty artists a studio in a professional working environment, and the intense mentorship of prominent colleagues. De Ateliers offers opportunities to artists to develop their talents on the highest possible level. De Ateliers adheres to the notion that the professional development of beginning artists benefits most from practice. During the two-year working period at De Ateliers, individual studio practice, experiment, research, reflection, exchange and discussion are central.

Key roles and responsibilities within De Ateliers that can be distinguished are those of tutors, staff, participants, advisory board and supervisory board. In short, those roles can be described as follows:

Tutors

Tutors are present at De Ateliers to facilitate, give artistic guidance and evaluate to contribute to the development of participants by sharing their knowledge and experience. Tutors of De Ateliers will visit the studios of participants during the days they are invited by the director of De Ateliers. During the studio visits they are a guest in the studio of the participant they are visiting. Tutors give constructive feedback to the practice and work of participants and have conversations about the participant's work and their own work. Criticism given is not aimed at the person but at the work of the artist. The tutor respects the boundaries of/set by the participant and can actively ask about this. The tutor is jointly responsible for 'maintaining' the working relationship with the participant: building an effective collaboration/constructive learning environment and sharing expectations deserve special attention. If the collaboration does not go well, this is preferably discussed actively. It is in everyone's interest that appropriate professional distance is maintained within the working relationship.

Staff

Staff members work in order to support those working in and for De Ateliers and to fulfil the purpose of De Ateliers. Participants can expect staff members to advise and support them in issues concerning their work in the studio and matters that concern their working period at De Ateliers. Staff members can refer participants to other parties regarding matters that concern participants, but aren't the responsibility of De Ateliers. Tutors can expect the staff to plan and communicate the planning of the studio visits on time. The staff of De Ateliers works for De Ateliers during the week, during office hours (9-5pm). They can be approached for questions or input by participants and tutors during these hours. Staff can only be reached outside of office hours in case of emergency. Boundaries as indicated by staff members, should be taken into account. Staff members will only access studios of participants in cases that concern the maintenance of the building, fire or other danger and emergencies.

Participants

Participants are present at De Ateliers to develop as an artist by learning from other artists. Participants work independently in their studio at De Ateliers. They participate in the programme that is offered by De Ateliers, which includes the studio visits, artist talks and excursions. They are free to use the studio and work in their preferred hours, without hindering their fellow participants and the staff or others working in the building or the neighbours of De Ateliers. Participating at De Ateliers comes with lots of freedom, but also asks taking responsibility. During studio visits participants will actively communicate their possible boundaries and respect those of the tutor present. This also applies to the cooperation with the staff.

Advisory Board

The Advisory Board, whose members are tutors, is there to advise the director of De Ateliers on artistic matters and on the content of the program as offered to participants.

Supervisory Board

The Supervisory Board monitors the work of the director of De Ateliers and the functioning of the foundation.

An international post-academic program 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. We recognize diversity in cultural and social background, gender, ethnicity, age, (dis)ability, sexual orientation, religious beliefs, political preferences and personal values and norms. We also recognize and value a diversity in types of artistic practices, artistic approaches and ways of working.

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. De Ateliers aims to create and maintain a positive and safe working environment in which everyone (participants, tutors and staff) is able to develop her/his/their talents. It is consequently everybody's task to actively promote social safety within the institution and to contribute to a healthy working environment in a positive way. Fellowship, integrity, equality, respect, compassion, openness and attention to other persons are essential in achieving this. De Ateliers expects every individual who is affiliated with De Ateliers on a regular or occasional basis - participants, tutors, staff, visitors - to uphold these principles during the time they spend at De Ateliers.

It is important to note that not everything can be captured in rules and codes. Part of acting with integrity is taking responsibility for one's own actions, being willing to account for behaviour, daring to call others to account, and accountability. And if no rules are in place or if they are vague, everyone should use their common sense in their assessments and actions, based on generally accepted social and ethical norms and values.

In this document, a set of principles and starting points are described that can function as a basic framework for everyone that is affiliated with De Ateliers. This document is also intended to help define and recognize undesirable behaviour.

Finally, this Code of Conduct is not an isolated set of rules. In addition to current legal standards, which should be respected at all times, it additionally ties in with the content of other procedures/ the agreement between the institution and its participants, tutors and others that are professionally involved.

2 - Principles and starting points of code of conduct

- De Ateliers aims to provide a safe and healthy working environment for all;
- We value open-mindedness, understanding, compassion and inclusiveness among individuals and groups in De Ateliers;
- We see diversity as an integral aspect for De Ateliers and society in general;
- We are committed to creating and fostering a climate of mutual respect, fairness, cooperation and equality and ensuring open dialogue and mutual understanding;
- We value differences as well as commonalities and promote respect in personal interactions.

3 - Application of this 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, trainee, intern or volunteer.

In order to be able to work in a pleasant and safe environment, De Ateliers expects everyone who works within the institution (participants, tutors, staff, guests) to treat each other in a considerate and fair manner. 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. Any form of undesirable behaviour, such as sexual or other forms of intimidation, harassment, aggression, bullying, discrimination or any other conduct that violates the principles mentioned in this code of conduct is unacceptable. A safe and positive climate requires an active contribution from everyone who works at De Ateliers. Undesirable behaviour should at all times be addressed and asks taking responsibility from everyone involved.

We do not accept or tolerate any form of inappropriate behaviour, especially that which makes any other person in De Ateliers 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 will seek to mediate and resolve conflicts that arise.

4 - Definitions

The following definitions of undesirable behaviour apply in this Code of Conduct: 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.
 - Repeated physical or verbal threats, using anger as a threat
 - making improper appeal to hierarchical relationships
 - vicious or suggestive comments
 - use derogatory language

- repeatedly unfounded criticism or interference with someone's work or study
- openly questioning someone's reputation or position
- unfounded and deliberate exclusion from the workplace or community

Examples of undesirable behaviour/intimidation referred to in this code of conduct are:

- Making derogatory remarks, knowingly treating someone unfairly, criticizing or wanting to humiliate someone on personal or non-work-related manners
- deliberately not speaking with or listening to someone, pretending someone doesn't exist, social exclusion or isolation of someone (off- and online)
- gossip about someone, make someone suspicious or ridiculous (off- and online)
- consciously physically impress and dominate someone
- giving a colleague or participant an unreasonable or heavy task or deadlines
- deliberately demotivating a participant or student by consistently assigning tasks below his/her/their level to someone
- *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*: each behaviour in which impermissible difference is made, exclusion and limitation, as well as any expression against participants, tutors or staff because involving inadmissible views on people being disadvantaged, deliberately insulting or offensive on the basis of, for example: 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 participants, tutors or staff.

Note: this code of conduct doesn't refer to criminal offenses, actions punishable under Dutch law, like sexual assault, destruction or wrongdoing. Any one being aware of a criminal offense is requested to report this to the police. Of course the staff is available to give support when this is needed.

5 - Useful contact information

- External confidential counsellor: Tamara de Reu, De Vertrouwenspersoon
- Interim director: Martijn Hendriks

6 - Adoption

This code of conduct was adopted by De Ateliers on January 10, 2022.