

CODE OF CONDUCT

Vincent Dance Theatre has developed a set of guiding principles and rules to cultivate a working environment where we all feel safe, supported and respected.

The Code of Conduct is a live and active set of beliefs and rules that shape a caring arts organisation and inform all aspects of our vision and working practice.

Vincent Dance Theatre asks all staff, artists, collaborators and partners to agree and commit to the following:

		<i>Indicators/accountability/reflection/how implemented practically</i>
CHECK YOUR PRIVILEGE	When appropriate, be aware of your privileges and how other people you work with may not have had the same advantages as you. Acknowledge systemic sexism, racism and unconscious bias.	<ul style="list-style-type: none"> - All VDT staff and Trustees to carry out a self-assessment to check their privilege / carry out diversity friendliness self-awareness quiz (Links to self-assessments: Psychology Today, Monitor Racism) - VDT to implement ½ a day of reading/research time every 6 x months for each PAYE staff member to read new resources/books/blogs/podcasts/outcomes of training etc to acknowledge systemic sexism, racism and unconscious bias. VDT will contribute a maximum of £20 per year, per staff member to purchase resources. VDT purchased resources to be shared/circulated amongst staff and discussed during Team Meetings and Board Meetings (as a standing item in AOB). Examples of resources: <ul style="list-style-type: none"> - Laura Bates- 'Everyday Sexism' - Reni Eddo-Lodge- 'Why I'm No Longer Talking to White People About Race' - Shashi Tharoor- 'Inglorious Empire' - Kalwant Bhopal- 'White Privilege' - Polly Toynbee and David Walker- 'Unjust Rewards' - CN Lester- 'Trans like Me: Conversations For All of Us' - Emily Ladau- 'Demystifying Disability: What to Know, What to Say, and How to Be an Ally'
RESPECT TERMINOLOGY	We will use appropriate language in communications - People use different terms for self-describing around gender, race, class and disability among other things. Avoid making assumptions and respect given terminology. We will	<ul style="list-style-type: none"> - VDT to ask all new staff/partners/collaborators their pro-nouns and how they would like to be addressed/referred to. Staff to add their pro-nouns to email signatures and in Zoom/Teams name - Staff to check in at a Team Meeting twice a year to reflect on/keep up to date with changing language/terminology around protected characteristics (sharing

	actively keep abreast of changes in used terminology/language.	<p>resources/current thinking). Following Arts Council Guidelines as an NPO and communicating changes in language to our external marketing partner/freelancers. An example of this is VDT using the term 'Global Majority' to refer to people who are ethnically diverse as a more inclusive term.</p> <ul style="list-style-type: none"> - VDT to respond to feedback/constructive criticism from VDT's Board, partners, freelancers regarding the language VDT uses in communications/materials/work and amend the language immediately - VDT's Code of Conduct to be updated by the whole team annually to reflect changes in language and/or thinking
BE INCLUSIVE	Vincent Dance Theatre is an anti-sexist, anti-racist company and works to include and not discriminate. As per VDT's Equality, Diversity & Inclusion Policy, the company will challenge any behaviour or language that discriminates on the basis of age, gender, gender reassignment status, sex, disability, race, ethnicity or national origin, sexual orientation, marital or civil partnership status, parental status, religion or belief, trade union membership or any other personal or protected characteristic.	<ul style="list-style-type: none"> - Staff to follow the procedure as set out in VDT's Dignity at Work (Bullying & Harassment) Policy if they witness discriminatory behaviour - VDT Board to gather anonymous employee/freelancer feedback annually on the inclusivity of the organisation (i.e. using the Gartner Inclusion Index to create surveys or conducting focus groups with staff/freelancers) and use this data to draw up recommendations for, and implement change with the company
EMBED ACCESSIBILITY	As an organisation we recognise that there are many barriers to access and we work with our communities and partners to understand and address them. We strive to make our activities accessible to people from all backgrounds and will commit to making all communications accessible, in person, online and through other channels.	<ul style="list-style-type: none"> - VDT to work with a BSL interpreter as standard on all VDT productions, plus ensure all marketing materials are available in accessible formats, working with experts to ensure best practice (examples include: image descriptions/captions/subtitles on social media content, audio describing freesheets/programmes and production materials) - VDT to conduct an accessibility requirement review for all new staff / collaborators and for existing employees on an annual basis, putting their requirements in place - VDT to use plain English and remove undefined acronyms in external communications (not jargon/slang/acronyms) - VDT to ensure a budget line for accessibility is included in all project/company budgets
WORK WITH HONESTY AND INTEGRITY	We aim to be open and transparent in our decision making. We aim to provide clear and timely information about plans and	<ul style="list-style-type: none"> - VDT to share Data Collection Policy, Equality, Diversity & Inclusion Policy, Environmental Policy and Making Work for

	activities and company policy. We work with artists, partners and communities to shape our work. We listen and respond to our audiences, partners and communities through our evaluation processes.	<p>Audiences 14+ Policy via the website for transparency (once updated in 2022)</p> <ul style="list-style-type: none"> - VDT to send/give interview questions and information on the process to candidates prior to every interview - VDT to design and implement an evaluation process/form for every project the company delivers (in order to listen to who we work with and learn)
TAKE RESPONSIBILITY	We take ownership of our personal and organisation responsibilities and are given the space to operate autonomously within the team. We understand that in order for staff and collaborators to feel safe, supported and respected, we will have appropriate company policy, procedures and protocols in place which are adhered to at all times.	<ul style="list-style-type: none"> - All VDT Policies to be reviewed and updated (if needed) on an annual basis. All major changes to be signed off by the VDT Board - VDT will follow company policy, ensuring all staff have 1 x formal 1-2-1 and 1 x 6 month check in per year as a minimum to feel safe and supported. Additional 1-2-1's to be agreed between staff and line managers as needed
LEARN / BE OPEN AND LISTEN / COMMUNICATE WITH RESPECT	Create space for open discussion and debate, listen and respect differences of experience and opinion. Be open to being wrong and changing your mind. We will communicate clearly and with respect and kindness for others at all times. VDT encourages an open attitude to self-development and reflection.	<ul style="list-style-type: none"> - Agendas to be shared prior to each meeting to ensure staff members have time to prepare and therefore contribute to the discussion - Staff members to aim to raise a hand if they would like to speak during meetings to avoid interruptions - Be open to receiving constructive criticism from fellow staff members
EMBED ENVIRONMENTAL CONCERNS	We aim to embed environmental concerns into all of our working practices. We continually review and monitor our carbon footprint, to reduce waste and improve our impact.	<ul style="list-style-type: none"> - All staff to sign up to VDT's Green Checklist (committing to all actions applicable to their job role) - General Manager to keep reporting via Julie's Bicycle, using their resources and make recommendations to the team regarding minimising energy usage across the company
LOOK AFTER EACH OTHER	Caring is a shared responsibility. We treat all people with respect and consideration and actively check in on people to make sure they feel they are safe and supported. We will refer to company policy prior to sharing any confidential information.	<ul style="list-style-type: none"> - VDT team to aim to use Microsoft Teams to indicate when they are on their lunch break using the 'Appear Away' status and/or using the status message function (if an urgent request comes in when a staff member is on their lunch break then they will endeavour to action it as a priority when they return). Staff to be flexible when taking their breaks, working around company priorities and staff working patterns to ensure the team is able to connect - VDT team to aim use the 'Do Not Disturb' status on Microsoft Teams when needing to work on a specific task without interruption and/or block their Outlook diary. Staff members to aim to not call their colleagues if their status is

		<p>set to 'Do Not Disturb' unless something urgent comes in that needs actioning asap.</p> <ul style="list-style-type: none"> - Encouraged etiquette is: VDT team to aim to use the Microsoft Teams messaging function or send an email to scope when it is best to speak to/call a colleague. Staff to be flexible during periods such as rehearsals and touring as instant calls/contact may be needed. - Line Managers to include a wellbeing check in as part of 1-2-1's and signpost to Employee Assistance Programme if needed - Line Managers to keep all information/discussions shared in 1-2-1's confidential and not disclose information to anyone else in the company
CELEBRATE CARING/PARENTING RESPONSIBILITIES	We celebrate parenting and care roles rather than see them as a problem and actively address any barriers which would prevent parents/carers taking part in our activities.	<ul style="list-style-type: none"> - Continue to protect VDT's budget line for 'Child Care' - Include the conversation/questions re supporting parents as default at the beginning of every creative process - Continue to offer flexible start/finish times to ensure parents and carers can work around responsibilities
EMPOWER YOUNG PEOPLE / VULNERABLE AND MARGINALISED COMMUNITIES	Young, vulnerable and marginalised communities have an integral voice within our organisation. They are collaborators and participants. All activity should be informed by their involvement and consent.	<ul style="list-style-type: none"> - Treat all young people as you would do any colleague - Capture Young People's thoughts and ideas through evaluation processes - Always gain consent from young people, before, during and after a process
PRIORITISE SAFEGUARDING	Safeguarding and a protective mindset is embedded into all aspects of company activity. VDT has appropriate Safeguarding Policies and procedures in place which are reviewed regularly to ensure best practice at all times.	<ul style="list-style-type: none"> - Update VDT's Safeguarding Policy & Procedures annually, utilising external expertise if needed - Follow VDT's Safeguarding Checklist when planning any company activity to ensure Safeguarding is embedded - VDT's current Safeguarding Lead: General Manager, Safeguarding Deputies: Participation & Digital Development Director, Artistic Director/CEO
WOMEN'S SAFETY	VDT are dedicated to providing a harassment-free and inclusive experience for everyone. VDT uses the words "woman/women" to refer to anyone who identifies as a female, non-binary, genderqueer, genderfluid, agender, and all minority genders including trans women.	<p>To keep women safe in the workplace, VDT aims to:</p> <ul style="list-style-type: none"> - Include Sexual Harassment in VDT's Dignity at Work Policy, including defining Sexual harassment and its forms, explaining the zero-tolerance approach, educating on inappropriate conduct and outlining consequences - Include Women's Safety in all VDT Riders for tour venues/the organisations we work with