

PROTOCOL OF (UN)DESIRABLE CONDUCT

Stichting Oranjewoud Festival

January 18, 2024

TABLE OF CONTENTS:

For whom is this protocol and code of conduct?

Who is asked to sign the code of conduct?

From whom do we expect a Certificate of Good Conduct / Verklaring Omtrent het Gedrag (VOG)?

1. *Safe manners*

- 1.1. Declaration of intent
- 1.2. Oranjewoud Festival Code of Conduct
- 1.3. Undesirable behavior

2. *Notification and treatment procedure*

- 2.1. Reception guidance and initial aftercare; the confidential advisor
- 2.2. Employee actions
- 2.3. Employer actions
- 2.4. Formal complaints procedure

3. *Precautions / Measures from the organization*

4. *Evaluation*

For whom is this protocol and code of conduct?

This protocol applies to all employees, including musicians, volunteers, workshop leaders and tenants at Oranjewoud Festival. By employees we mean freelancers/self-employed people, interns, temporary workers, seconded workers and volunteers, coordinators, working as creative and/or performing performing artists, support staff, directors and supervisors.

All employees of Oranjewoud Festival (OF) receive this protocol. Employees receive this protocol as an attachment to every new contract/collaboration agreement.

Volunteers and musicians receive this protocol upon accreditation at the festival. Everyone can take note of this protocol via the OF website.

Who is asked to sign the code of conduct?

All volunteer and paid employees of OF are asked to sign the code of conduct. This also applies to the board of the Friends of Oranjewoud Festival Foundation.

From whom do we expect a Certificate of Good Conduct / Verklaring Omtrent het Gedrag (VOG)?

All volunteer and paid employees of the Oranjewoud Festival Foundation who participate in the programming and implementation of the Family Zone are asked to submit a Certificate of Good Conduct once every five years.

This does not apply to musicians who perform on behalf of OF during the festival outside the Family Zone.

1. Safe manners

1.1 Declaration of intent

As an employer and organizer of a festival in which so many different people participate or collaborate, the Oranjewoud Festival Foundation wants to fulfill its duties to provide care and safety to its (voluntary) employees in a responsible manner.

When preparing and implementing the policy on working conditions, it will also focus on preventing undesirable behavior at work and encouraging desired behavior.

1.2 Code of conduct Oranjewoud Festival

Oranjewoud Festival is an organization where people first try to solve mutual problems through discussion. If for whatever reason this does not work or is not possible, help or guidance can be requested from the manager or a report of undesirable behavior can be made to the external confidential advisor (CA).

We treat everyone with respect and work for the well-being of all. We obey the law and are decent.

We are faithful and honest in our relationships. We avoid harming others.

We take responsibility for our state of mind

We listen to others. We are not going to manipulate or denigrate others. We communicate kindly and thoughtfully about where our boundaries are or how we are willing to help.

We care about the well-being of everyone. We are friendly and generous to everyone, without prejudice. We identify and interrupt aggression or intimidation in others' environment.

We are especially caring and respectful where vulnerabilities are expressed.

We learn from each other. We support each other with curiosity and kindness.

We provide friendly and honest feedback. We are open to receiving feedback from others.

We take responsibility for our own decisions, our own communication and our own actions. We admit mistakes and learn from them.

We recognize that any position of power or authority is a privilege and a responsibility to serve the well-being of others without arrogance.

1.3 Undesirable behaviour

By undesirable behavior we mean, among other things:

Sexual intimidation

Any form of verbal, non-verbal or physical behavior with a sexual connotation that has the aim or effect of violating the dignity of a person, in particular when creating an threatening, hostile, insulting, humiliating or offensive situation.

For example, at Oranjewoud Festival we do not tolerate employees:

- making ambiguous comments,
- touching each other unnecessarily and/or unsolicited,
- distributing pornographic material.

Agression and violence

Incidents in which an employee is psychologically or physically harassed, threatened or attacked under circumstances directly related to work.

For example, at Oranjewoud Festival we do not tolerate employees:

- threaten a colleague or a participant,
- speaking with a raised voice,
- use foul language such as swearing, disease terms or sexual terms,
- grab another heavy-handed

Bullying

All forms of intimidating behavior of a structural nature, by one or more employees (colleagues, managers) directed against an employee or a group of employees who cannot defend themselves against this behavior.

For example, within Oranjewoud Festival we do not tolerate employees who :

- socially isolate a colleague or participant,
- mock a colleague or participant,
- deliberately make the work unpleasant or impossible for a colleague or participant,
- is gossiping about a colleague or participant.

Discrimination

Direct and indirect discrimination, as well as the instruction to do so.

Direct distinction: if a person is treated in a different way than another is, has been or would be treated in a comparable situation, on the grounds of: religion, belief, political opinion, cultural background, gender, nationality, gender identity, sexual orientation, marital status, age, disability or chronic illness, working hours (full-time/part-time) or employment contract (indefinite or temporary).

Indirect discrimination: if an apparently neutral provision, criterion or practice discriminates against persons with a certain religion, belief, political opinion, cultural background, gender, nationality, marital status, age or gender identity, sexual orientation, or with a disability or chronic illness, a full-

time or part-time employment contract, or an indefinite or temporary employment contract, is particularly affected compared to others.

At Oranjewoud Festival, for example, we think it is important that:

- we respect each other's backgrounds and beliefs,
- everyone is addressed in the way he/she/they wishes.

Alcohol and drugs

The use of alcohol or other drugs is not permitted during the performance of the work and at the festival without permission from the board.

At Oranjewoud Festival, for example, we think it is important that:

- every employee is always sober and alert while working. After all, emergencies can also arise,
- we can relax and chat together after the work, possibly with an (alcoholic) drink: we will also behave in accordance with this code of conduct.

2. Reporting and procedure

2.1 Guidance and initial aftercare; the confidential counselor

If an employee or participant is confronted with undesirable behavior, he or she can contact one of the internal or external confidential advisor (CA) for a 'listening ear' and information:

Internal confidential counselor:

Contact details:

Name: Joke Genee

E-mail: jokegenee@gmail.com

Telephone: 06 51 59 38 40

[LinkedIn](#)

External confidential counselor:

If for any reason you do not feel comfortable approaching an OF confidential advisor, you can contact the external confidential advisor and Mores:

Contact details:

Name: Gerrit Kramer (ex-treasurer of the Oranjewoud Festival board since October '23)

E-mail: gerritkramer@upcmail.nl

Telephone: 06 50 24 10 86

Mores.online

<https://mores.online> 088-1119950

At Mores you will be assisted by professional external confidential advisor who are trained in specific follow-up of your report.

What does a confidential counselor do?

Confidential counselors have a duty of confidentiality and, if desired, will help the employee think about possible steps that the employee can take to improve the situation. They will not take any

action without the employee's permission.

Confidential counselors stand next to the employee who approaches them and therefore cannot mediate or conduct investigations. A confidential advisor can guide the employee during an informal or formal resolution process and (once the case has been completed) provide initial aftercare. An employee can also initiate an informal or formal solution process without first consulting the confidential advisor.

2.2 Employee actions

Employees who experience undesirable behavior can take various steps, whether or not after consulting a confidential advisor, such as:

1. Address the employee who exhibits the undesirable behavior (provide feedback), possibly in the presence of the confidential advisor. The aim is to achieve an acceptable working situation together.
2. Report the undesirable behavior to the manager, board or chairman of the Supervisory Board.
3. Initiate a mediation process; the confidential advisor can advise and provide support on this.
4. Submit a formal complaint (see article 2.4).

2.3 Employer actions

If an employee reports undesirable behavior, the employee, manager, board or chairman of the Supervisory Board can, depending on the situation, determine which actions are appropriate, for example:

1. Address the (alleged) perpetrator when undesirable behavior occurs. The aim is to achieve an acceptable working situation together.
2. Point out the code of conduct (again) to the employee who exhibits undesirable behavior.
3. If the (alleged) perpetrator does not deny the behavior, adjust the person concerned, for example by giving an oral or written warning, performance and assessment interviews, making agreements, offering a relapse prevention program or coaching the perpetrator.
4. Arrange or conduct a mediation meeting.
5. Take practical measures if the situation lends itself to it and no one objects, for example: not working together for a while.
6. Decide to conduct further investigation and, if necessary, take measures based on the outcome (see also Article 3).

2.4 Formal complaints procedure

If undesirable behavior is too serious for informal handling, an employee can also choose to file a formal complaint with the board or the Supervisory Board. If the complaint concerns one or more members of the Supervisory Board, the complaint must be submitted to the board of directors. If the complaint concerns one or both members of the management board, the complaint must be submitted to the Supervisory Board.

During the term and after the end of the complaints procedure, all parties involved are subject to an obligation of confidentiality.

The board, or the Supervisory Board if the complaint concerns the board, will make a decision within two weeks of receiving the complaint and send a copy of the decision to the complainant and the accused.

If an employee is not satisfied with the complaint handling, he or she can initiate legal proceedings.

Reporting

Sometimes a situation requires immediate action. Examples include physical and emotional violence, abuse, bullying and discrimination. An official complaint of a criminal offense can be made by any person (obligation to report for every Dutch citizen). However, the employee must always inform the CA (internal or external) and the board or Supervisory Board and of course the employee may ask for help if the reporting step appears to be necessary.

3. Measures from the organization

The board or (if the complaint concerns the board) the Supervisory Board can:

- a. Take temporary measures for the duration of the investigation and/or the complaints procedure, if it appears that this is desirable for the organization or the complainant, or if there is an untenable situation for one or more parties involved;
- b. Taking measures based on the outcome of the investigation and/or the complaints procedure.

These temporary measures for the duration of the investigation and/or the complaints procedure may include:

- Temporary transfer
- Special leave
- Temporary discontinuation of the assignment

Based on the outcome of the investigation and/or the complaints procedure, the following measures, among others, can be taken, depending on the severity of the undesirable behavior :

- Official warning
- Reprimand
- Transfer
- Termination of the assignment

If the board or the Supervisory Board finds that criminal offenses have occurred, a report will always be filed.

4. Evaluation

This protocol is evaluated annually in the third quarter by the board and the Supervisory Board. The confidential advisors report annually to the board on the number and nature of any complaints. In the run-up to the festival, the rules of conduct in the code of conduct are also brought to the attention of the team and discussed and updated together with the employees. In addition, interim evaluation and updating can take place, for example in response to a report or complaint.