

Dunedin Fringe Arts Trust

Code of Conduct & Objectionable Content Policy

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Introduction

What is the Code of Conduct?

The Dunedin Fringe Arts Trust (DFAT) Code of Conduct (COC) describes a set of guidelines and what we expect of all personnel associated with all DFAT programming and managed venues (Dunedin Fringe Festival, New Zealand Young Writers Festival, Amped Music Project, White Box Gallery, events and productions held at Te Whare o Rukutia, and the Dunedin Community Gallery).

Who does it apply to?

The COC applies to all DFAT programming participants in any capacity. This list includes but is not limited to: artists, audience, festival staff, production crew, sponsors, and volunteers.

When does it apply?

The COC applies, but is not limited to, the following situations:

- Office work;
- Social events;
- Performances, exhibitions, and other events;

If the interaction would not have happened without the DFAT, the COC will apply.

Why do we have it?

We are committed to creating safer spaces for all. This policy ensures that we do everything possible to protect all participants from physical or psychological harm. All DFAT programming participants have the right to be respected and treated with decency by fellow participants. Each of DFAT's programmes have diverse communities, and as producers we believe in that right and will take all practical steps to ensure it is upheld.

This policy also details the procedure for investigating an allegation, which will be taken in accordance with the principles of natural justice.

The Code of Conduct

Health and Safety

The health and safety of our participants is our highest priority, therefore it is expected that all participants will adhere to relevant guidelines, instructions, restrictions, and legislation including (but not limited to) [The Health and Safety at Work Act 2015](#). All incidents and near misses should be reported to the manager of the venue in which they occurred.

Appropriate Behaviour

The Dunedin Fringe Arts Trust values:

Whanaungatanga/Inclusiveness: We value and promote diversity in what we do, who we work with, and who we are.

Manaakitanga/Care: We nurture and grow creativity with respect that uplifts the personal power of all participants.

It is expected that all participants in DFAT programming will:

- Treat people with respect and courtesy;
- Act ethically, with honesty and integrity;
- Keep any confidential information private in accordance with the NZ Privacy Act 2020.

It is expected that participants will not:

- Participate in the Fringe under the influence of alcohol and other drugs;
- Harass or discriminate against anyone including on the grounds of: ethnicity, race, sexuality, gender identity and expression, marital or domestic status, disability, physical appearance, pregnancy or breastfeeding, age, or religion.

DFAT has zero-tolerance for any form of harassment or discriminatory behaviour. Harassment includes but is not limited to: offensive jokes, name-calling, bullying, slurs, physical/verbal threats, physical assaults, destruction of property for purpose of intimidation, verbal intimidation, ridicule, offensive pictures, unsolicited inappropriate and/or sexual comments, unsolicited inappropriate and/or sexual touching and gestures, inappropriate intrusion into others' personal lives, any form of behaviour that has a negative impact on others' psychological health, etc.

Historical Allegations

If the DFAT Leadership Team is made aware of concerns about a person's past behaviour that goes against our Code of Conduct, both within our programming and operations, or in other creative forums not produced by DFAT, we will discuss the allegations with the parties involved as per the steps outlined in the Plan of Action below.

Incident Reporting

In the first instance, harassment or discriminatory behaviour experienced or witnessed should be reported to the manager of the programme or venue in which the behaviour occurred. If possible, submit a secondary report to DFAT Leadership or ask the venue to do so on your behalf.

In the event that the venue is managed by DFAT, or it occurred in an unmanaged location, then it should be reported to DFAT Leadership.

Reporting to DFAT leadership

You should report to one of DFAT's Leadership Team (Co-Directors or Operations Manager). You can do this anonymously if you wish. You may want to obtain support from your peers, family, or a third party to assist you to make the report.

Make your report:

- In person: if you are unable to find one of the above people, another DFAT team member, or volunteer, may be able to assist you to get in contact with them;
- By emailing;
- Phone calling or text.

DFAT Acting Chair:

Sian Findlay

sian@dunedinfringe.nz

DFAT Leadership Team:

leadership@dunedinfringe.nz

Co-Directors:

Kate Schrader

+64 (0) 27 520 4499

kate@dunedinfringe.nz

Ruth Harvey

+64 (0) 27 292 9225

ruth@dunedinfringe.nz

DFAT Operations Manager:

Katrina Thomson

+64 (0) 27 660 8041

katrina@dunedinfringe.nz

Each report made will be handled in private and dealt with in strict confidentiality. Only relevant DFAT personnel will become involved. We understand that what you have experienced may be painful, traumatising, and upsetting. We promise to be as respectful as possible, we will not push you beyond your comfort level, and we can take as much time as you need. After your report, we will take over and retain your anonymity, and you will not need, nor be asked, to confront your harasser or do anything further.

Plan of Action

Upon receiving a report, DFAT will proceed with the following Plan of Action:

1. Gather as much information as possible in accordance with the previous statement and compile this into an incident report. This will include checking our files for other instances of COC violation by the person(s) involved.
2. Discuss with the person making the report their preferred course of action. If requested, we will take no further action unless we believe someone is at risk of further harm, or the threshold for criminal liability has been reached
3. Inform the Leadership Team and Chair of the Dunedin Fringe Arts Trust. If the report relates to anyone from the Leadership Team or Trust, this person will not be informed until the following step in the process.
4. Inform the other party of the allegation and meet with them.
5. DFAT may have to take disciplinary action against personnel who repeatedly or intentionally fail to follow our Code of Conduct. Disciplinary actions will vary depending on the violation. Possible consequences include:
 - a. Demotion.
 - b. Reprimand.
 - c. Suspension or termination for more serious offences.
 We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.
6. Follow up with the person who made the report and other affected parties and inform them of the outcome.
7. Complete and file the confidential report.

Anonymous Report

If you are not comfortable making a report in person, there is also the option to make an anonymous report. Even though we will be unable to follow up with you directly due to the anonymity, rest assured that all reports are treated seriously, and it will be investigated thoroughly and be dealt with accordingly.

Objectionable Content Policy

This policy provides guidance for creative practitioners by acknowledging that their work may be subject to accusations of objectionable content and/or not aligning with our safer spaces commitments. Objectionable content will be addressed differently than the behaviour of a practitioner (either 'on stage' or in real life) for which the Code of Conduct applies.

Artistic Expression In Safer Spaces

Freedom of artistic expression is an essential kaupapa of the Dunedin Fringe Arts Trust. We create opportunities for practitioners to showcase their work without jury or censor. We support artists and the choices they make on stage.

Ticketed Events

Artistic content may sometimes include language, characters, situations, and other elements that may be perceived as inappropriate, offensive, or triggering. By purchasing a ticket, audiences are opting to participate in an experience, including a diverse exploration of stories, vantage points, and delivery. Content warnings, and age restrictions, should be used in promotional material as appropriate.

Street Performers

Street performances and busking are intended for entertainment of general public audiences. Show content is held to a family friendly standard. While the content of a show may push boundaries or offend, we do not tolerate discrimination or harassment within the context of a street performance.

At no time may artistic expression or freedom violate any NZ Government law or Dunedin City Council bylaw including, but not limited to: crimes against morality and decency; intellectual property law.

Complaints Procedure

A complaint about the content of an event, or the marketing/publicity of an event, should be addressed to DFAT's Leadership Team (Co-Directors, Operations Manager) at leadership@dunedinfringe.nz.

1. The complaint will be acknowledged.
2. If there are grounds for doing so, Leadership will communicate with the production team concerned and discuss ways to mitigate the offence. For example, can the marketing material be removed from the public domain? Can problematic event content be amended?
3. As a final resort, the DFAT Leadership Team can propose to remove an event from our programming (for Dunedin Fringe Festival, in accordance with section 1.G. of the 2023 Festival Terms and Conditions). Any such decision will need to be ratified by the Dunedin Fringe Arts Trust Board. This right is unreserved.
4. The complainant will be responded to including notification of any action taken.