



## Common Frames Foundation - Code of conduct

### For employees (permanent team, interns, freelance film coaches, and volunteers)

Common Frames considers an open and safe working environment essential for both participating young people and staff. Working for Common Frames brings responsibility. Through our media projects, we contribute to the development of young people towards adulthood and prepare them to take up their role in society. The behaviour we show towards these young people and towards each other is a decisive factor here. 'We' are the permanent staff, interns, freelance film coaches and our volunteers. We aim for everyone involved in the work of Common Frames to feel safe. It should go without saying that we approach each other, our partners in the field and the young people who participate in our projects with respect, integrity, professionalism, and care.

We expect that those involved will refrain from bullying, (sexual) harassment and discrimination. In case of minor incidents or misunderstandings, we assume that our staff and volunteers will act professionally and be able to resolve the arising situation together. However, when these situations result in undesirable behaviour, we will act in accordance with the rules of conduct below and Dutch law and.

#### What are our guidelines for good and safe collaboration?

- Respect (*appreciation and collegiality*)

Examples of behaviour:

- we value the other person, even if we do not agree with that person
- we say it when someone does something right
- we listen carefully to what colleagues/partners/young people have to say
- we respect diversity and everyone's individuality
- we talk with each other and not about each other
- we want to express our feelings honestly and frankly
- we are open to criticism and give feedback in a constructive way

- Integrity (*honesty and reliability*)

Examples of behaviour:

- we do what we promise, and honour agreements made
- we want to be able to explain what we do and why we do it
- we treat all information confidentially and are aware of privacy guidelines
- we respect each other's boundaries and guard our own by making/naming them clearly when necessary

- Professionalism (*expertise and clear procedures*)

Examples of behaviour:

- we continue to develop quality standards as a team and ensure that everyone adheres to them

- we solve problems as quickly as possible, constantly look for new solutions and dare to take initiatives
  - we comply with the requirements of our position
  - we professionals know the principles of a professional
  - we can be called to account for our professionalism
  - every assignment is handled professionally
  - we regularly test/evaluate procedures, agreements and working methods
  - we are open to learn new things
- Care (attention and service)

#### Examples of behaviour

- we are friendly to each other and visitors
- we really listen to others: we let the other person speak and ask questions that allow the other person to tell or clarify more
- we empathize with the wishes and concerns of others
- we are willing to cooperate and support and help others
- we indicate our boundaries; we name what we do or do not find desirable or feasible
- we do not judge directly and try not to make assumptions, but ask questions, investigate, and only then draw conclusions

#### **What is undesirable behaviour?**

**Bullying** is repeated unwanted negative behaviour against which someone is unable to defend themselves. Examples: belittling and humiliating remarks, constant criticism, threats of violence or physical and verbal attacks. Bullying also includes isolating, excluding, and ignoring someone or gossiping about someone by spreading gossip, lies, malicious rumours or false accusations.

**Sexual harassment** at work is any form of sexual advances, requests for sexual favours or other sexually explicit verbal, non-verbal or physical behaviour in the work environment, which are perceived as unwelcome.

**Discrimination** is about unequal treatment, disadvantaging or excluding people based on personal characteristics (such as gender, race, religion, and age).

Abuse of power occurs when persons use position and authority in an intimidating, manipulative, or violent manner at the expense of the person(s) to whom a relationship of trust and/or authority exists.

#### **What are our arrangements in case of undesirable behaviour?**

Employees, volunteers, or field partners who are confronted with undesirable behaviour by another employee, volunteer, or field partner of Common Frames, preferably first speak to the person in question themselves. In that conversation, the person can check whether the issue is based on a misunderstanding, make his/her own feelings, wishes and points of view known and make proper arrangements to prevent the situation from recurring. If the person cannot or does not dare to have this conversation themselves, it is possible to ask a colleague, manager, or confidant to assist in the conversation. The person is also free to skip this step for valid reasons.



If the first conversation does not have sufficient desired effect, the undesirable behaviour continues or even increases and/or if the employee, volunteer or work field partner has good reasons to skip the conversation (e.g. because of the intensity of the incident), the person will contact the management of Foundation Common Frames.

You can also contact the independent confidential advisor involved in Common Frames directly. In that case, send your message to Nicole Verhoeven via: [vp-cf@soena.nl](mailto:vp-cf@soena.nl)  
This conversation with management or confidential advisor can also be used to come to good working arrangements for the future. If these agreements do not have sufficient desired effect, a course of formal warnings and sanctions will follow.

If the undesirable behaviour is of such a nature that it constitutes a criminal offence, it will be reported by the manager or confidential adviser.

### **What are the consequences of undesirable behaviour?**

- For the first offence: conversation between supervisor (Common Frames management) or confidant and the accused colleague, with a verbal warning.
- In case of the second offence: conversation between supervisor or confidant and the accused colleague, with a written warning stating that this is the second offence, and the first verbal warning has had insufficient effect.
- In case of the third offence: possible sanction such as reprimand, dismissal (conditional or immediate dismissal), denial of the volunteer contract and/or report by the management. If a board member is him- or herself involved in transgressive behaviour, the authority to do so lies with the board of Foundation Common Frames.
- Depending on the nature and severity of the violation, the management or confidential advisor may deviate from this escalation procedure, giving reasons. This will be accountable to the Board.

### **Complaints procedure:**

- All employees who feel they have not been treated properly and cannot resolve it among themselves can file an official complaint via [info@commonframes.nl](mailto:info@commonframes.nl)