

## **CODE OF CONDUCT**

### **1.1 Aim of the Cinekid code of conduct**

A code of conduct is a document that sets out expected standards of behaviour within an organisation. It contains guidelines and principles to which co-workers, volunteers, partners, professionals, guests and visitors must adhere. A code of conduct helps promote a positive working environment where respect, integrity and responsibility are central. The code of conduct acts as a guide when taking ethical decisions and assuring professional behaviour, both within the organisation and externally. The code of conduct allows Cinekid to clearly communicate its values to co-workers, volunteers, partners, professionals, guests and visitors, as well as to create a culture of trust and respect. A culture within which you are able to be yourself without fear, and to interact with others in the same way. This underlying principle is also enshrined in Cinekid's mission and vision.

#### **Vision**

High-quality films and media are essential instruments in maintaining a curious, open view among children. These allow them to connect both with themselves and others, and to better deal with social and personal challenges.

#### **Mission**

To inspire all children in the Netherlands to connect both to themselves and others through a high-quality supply of film and media.

Cinekid organises activities that bring together people of different backgrounds and views. Activities for makers, for children and for makers and children together; within a social environment where it is important you are able to be yourself and connect with others. This applies to co-workers, volunteers, partners, professionals, guests and visitors. To ensure that everyone has a positive and safe experience, it is essential that we work to create an inclusive environment where safety, respect, tolerance and equality are central: a 'safe space'. The aim of this code is to provide Cinekid's co-workers, volunteers, partners, professionals, guests and visitors with a safe and respectful environment while working for Cinekid and visiting Cinekid events. We expect all participants to be familiar with this code of conduct, and to implement it in practice. In the event that it proves impossible in particular circumstances to put the code into practice, the confidential mediator must be informed of this. The code is published on our website. The confidential mediator will make an annual report of the number of reports received. The code will be evaluated annually at the personnel consultation meeting and within the Supervisory Board, and if necessary updated.

In the code, 'co-worker' is understood to mean personnel with an employment contract, interns, volunteers, freelancers and contractors. We expect all co-workers to be familiar with the most up-to-date version of the code. When signing an employment contract, volunteers' declaration or contract for services, the co-worker agrees to the code and he/she/they is obliged to adhere to this.

### **1.2 Why do we want to be a 'safe space'?**

The idea behind a safe space is that we strive to create an environment where all participants feel safe. We undertake to take responsibility for difficult situations and tackle conflicts instead of tolerating these.



### 1.3 Where do these guidelines apply?

These guidelines apply to all activities organised by Cinekid, including but not limited to Cinekid Festival, Cinekid for Professionals, Cinekid school screenings, Cinekid Presents, the MediaLab, the Junior Crew and Shorts by Kids. Activities is understood to also include training events and courses, workshops, network meetings, drinks and dinners organised by Cinekid. These guidelines also apply to all of Cinekid's online environments, such as MyCinekid, cinekid.nl and our social media channels. Within Cinekid's online environments, we will only accept reactions that use respectful language. Inappropriate comments that attack persons or groups will be removed.

### 1.4 Who is covered by these rules?

The code of conduct applies to all co-workers, partners, professionals, guests and visitors, financiers, suppliers, media, advisors to and members of the Supervisory Board and other Cinekid contacts.

### 1.5 Why it is important that undesirable behaviour/violations of the code are reported

**Protecting individuals.** Reporting undesirable behaviour allows participants to protect themselves and others against potential risks and harmful situations caused by such behaviour. By reporting undesirable behaviour, we can ensure that such behaviour is not tolerated and that appropriate measures can be taken.

**Creating awareness.** Actively encouraging reporting of undesirable behaviour raises awareness of what is seen as acceptable behaviour and what is not. This stimulates positive standards and expectations from participants, which in turn contributes to bringing about a culture of respect and equality.

**Fostering responsibility.** Reporting undesirable behaviour is a step towards holding those who are guilty of such behaviour responsible. This gives Cinekid the chance to take appropriate action, such as educational initiatives, warnings or, in serious cases, even removal from events or platforms. This helps change behaviour and prevent repetition.

**Promoting unity.** By reporting undesirable behaviour, participants show that they are concerned with one another's wellbeing and are prepared to help one another. This can make events more positive for everyone and reinforce a feeling of unity.

**Making improvements.** Reporting undesirable behaviour enables Cinekid to continue to learn and grow. Feedback from participants provides valuable insights into the strengths and weaknesses of our policies, meaning that adjustments and improvements can be implemented for future events.

## 2. What are the rules for conduct?

To achieve the aims of the code of conduct, Cinekid has drawn up a definition of desirable and undesirable behaviour, as well as special rules for interacting with children.

### 2.1 What is desirable behaviour?

Within Cinekid, we work towards a safe social environment within which people can work, think, talk, carry out research and create freely. An environment where everyone is treated equally, without discrimination or distinction between persons, exclusion or preferential treatment on the basis of race, skin colour, sex, pregnancy, sexual orientation, identity, civil status, age, religion, political beliefs, language, nationality or social position.



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## 2.2 What is undesirable behaviour?

We define undesirable behaviour as any behaviour experienced by a participant/co-worker as not desired, threatening and/or offensive. Undesirable behaviour violates the participant/co-worker's personal boundaries. Cinekid defines the following as undesirable behaviour: discrimination, sexual intimidation, aggression & violence, intimidation, abuse of power, bullying, inappropriate interactions with children (see 2.3), theft, vandalism and abuse of stimulants.

### 2.2.1 Discrimination

Treating individuals or groups in a negative way on the grounds of certain characteristics, which is unacceptable in the situation concerned. The Equal Treatment Act is determinative in relation to discrimination: this Act stipulates that persons must be treated equally irrespective of their age, origins, religion, views, political affiliation, race, sex, nationality, sexual orientation, physical or mental disability, chronic illness or civil status.

### 2.2.2. Sexual intimidation

*The Equal Treatment Act m/f defines sexual intimidation as (Art. 1a, paragraph 3):*

Any form of verbal, non-verbal or physical behaviour with a sexual connotation that has the intention or consequence that a person's dignity is impacted, in particular in the event that a threatening, hostile, insulting, demeaning or humiliating situation is created.

The following expressions of undesirable behaviour are classified as sexual intimidation:

The following, for example, are all forms of sexual intimidation:

- Behaviour of a sexual nature in relation to which it may reasonably be expected that this can cause fear or unease, or be insulting or demeaning for a person or group of people;
- Behaviour that, implicitly or explicitly, has to be accepted as a precondition for professional rewards or opportunities;
- Behaviour, the acceptance or rejection of which is used as a basis for the taking of professional decisions (including in relation to professional advancement);
- Sexual intimidation can, for example, take the form of the following actions or behaviours:
  - Asking for sexual favours in return for a service;
  - Making undesired physical contact;
  - Expressing coarse, degrading or offensive sexual stereotypes;
  - Asking a person intrusive questions about their sex life;
  - Sending or requesting explicit photos and/or messages to/from a person.

### 2.2.3. Aggression & violence

Aggression and violence is defined as whenever "a co-worker is harassed, threatened or attacked, verbally or physically. This may be caused by people within the organisation (colleagues, managers), but also by third parties (clients, customers, patients)" (Occupational Health & Safety Portal, Dutch: *Arboportaal*).

### 2.2.4. Intimidation

*The Equal Treatment Act m/f defines intimidation as (Art. 1a paragraph 2):*

Behaviour that has the intention or consequence that a person's dignity is impacted and that a threatening, hostile, insulting, demeaning or humiliating environment is created.



Intimidation is undesirable behaviour that is intended to cause fear, unease, humiliation or powerlessness in a person or group of people. This often includes repetitive actions, physical threats (accompanied by violence) or verbal expressions intended to impose control, dominance or humiliation on others, both openly and subtly.

#### **2.2.5. Abuse of power**

Abuse of power is a form of intimidation in which the initiator tries to impose his or her power or control over others. This may take the form of verbal abuse, threats, exclusion or spreading rumours. Power is an advantage you have in relation to another.

#### **2.2.6. Bullying**

Bullying encompasses all forms of intimidatory behaviour – of a regular nature – by one or more participants aimed at a participant or group of participants who is or are unable to defend themselves or themselves against this.

Where this is repeated or occurring as part of a pattern of behaviour, i.e. regularly, the following examples can be seen as behaviour that constitutes bullying (this list is not comprehensive):

- aggressive and intimidating behaviour;
- insulting or offensive language or comments;
- derogatory or insulting comments;
- ignoring someone;
- victimization;
- spreading malicious rumours;
- jokes, initiation rituals or hazing;
- exclusion from work-related events;
- withholding of information essential for good performance of work;
- unreasonable imposition of work (including, for example, setting unreasonable time limits, constantly changing timelines or setting tasks that are unreasonably beneath or above someone's skills level);
- denial of access to information, supervision, consultancy or resources to the detriment of the co-worker or representative.

#### **2.2.7. Abuse of stimulants**

Owing to the nature of Cinekid's events, alcohol may be present during events. We ask all of our co-workers and participants to use this responsibly and to report irresponsible consumption of alcohol on the part of co-workers or participants. Co-workers will not take addictive or intoxicating substances at work or when attending Cinekid events (for example cannabis, amphetamines or narcotics).

### **2.3 Interacting with children**

Cinekid is all about children. Their social, mental and physical safety therefore deserves special attention within this code of conduct. Children are defined as all persons below the age of 18 years. Cinekid has defined a number of behaviours in relation to interacting with children that are desirable and undesirable, alongside the desirable behaviour (2.1) and undesirable behaviour (2.2) set out above.



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#### Desirable:

1. Be aware of the existence of and familiar with the content of the Cinekid code of conduct.
2. Ensure an environment and an atmosphere within which children feel safe and respected. Treat children with respect irrespective of race, sex, skin colour, gender, language, faith, political or other beliefs, nationality, ethnic or social origin, disability, etc.
3. Understand that children are vulnerable to mistreatment and abuse and be aware of your position. Refrain from treating children in a way that jeopardises their social, mental or physical safety.
4. Be aware of situations that may involve risk (for example, being alone with children during workshops, while shooting film/photos or conducting interviews for work purposes).
5. You may only go ahead if the situation falls within the purview of the Cinekid code of conduct and after you have received permission from the management, parents/guardians (if known) and the child themselves.
6. As far as possible, remain visible to others when working with children.
7. As a supervisor, you are obliged to protect the children to the best of your ability against forms of unequal treatment and undesirable sexual behaviour and must actively ensure that the Cinekid code of conduct is observed by everyone involved with minors.
8. In the event that you notice behaviour that is not in accordance with this code of conduct, or you have concerns for the safety or wellbeing of a child, you are obliged to report this to Cinekid as laid down in Art. 3.

#### Undesirable:

1. Refrain from every form of sexual approach to and abuse of children. No sexual acts, forms of contact and relations between you and the children are permitted under any circumstances and these are seen as undesirable sexual behaviour.
2. Do not probe any further into the private lives of children than is functionally necessary.
3. Refrain from acting in any way that could be abusive, exploitative or harmful, either physically or emotionally, and do not act in any way that exposes a child to this risk.
4. Do not give any material or immaterial rewards that are not reasonable.
5. Do not spend time alone, out of the sight of others, with a child. If privacy is required, one or more other co-workers must be aware of what is happening and the door must remain open.
6. Do not dismiss unlawful, unsafe or abusive behaviour in relation to children, and do not participate in such.
7. Refrain from inappropriate physical behaviour (for example, roughhousing with children or hugging children, kissing them or touching them in a manner that is insensitive to the culture) and do not display any sexual behaviour.
8. Do not use corporal punishment and do not use physical harassment or threats against children.
9. Do not display any behaviour aimed at shaming children, humiliating, belittling or patronising them.
10. Do not discriminate against children, do not treat any child differently without good reason, do not give any child preferential treatment.

#### **When making photos, videos/films and other images**

Before making photos or films, etc., obtain permission from both the child and his/her/their parents or guardians, stating clearly the purpose(s) for which the images may be used.

Safeguard the safety and privacy of children and their parents/guardians by making carefully considered choices when using recognisable images in the media or on the internet.

#### **Description of undesirable sexual behaviour with minors and sanctions policy**

We define undesirable sexual behaviour with minors as: any form of sexual behaviour or sexual approach, whether verbal, non-verbal or physical, intentional or unintentional, experienced by the person exposed to this as undesired or imposed; and/or taking place within an unequal power



relationship (adult-child, carer-client, teacher-pupil, trainer-pupil, management-youth member, etc.); and/or other actions or behaviours that are an offence by virtue of the Dutch Criminal Code (Art. 239 through Art. 254a).

Behaviours that according to the description given above are considered to constitute undesirable sexual behaviour with minors are subject to sanction by a disciplinary procedure in which both sides will be heard. The sanctions consist of exclusion for a longer or shorter period from (voluntary) work with minors by means of the recording of personal details in a central register.

In the case of undesirable sexual behaviour with minors which the management believes is covered by the Dutch Criminal Code, a report will be made to the police/judicial authorities.

### **3. Reporting undesirable behaviour and procedure**

We make a distinction between an internal and an external report. In the event that undesirable behaviour occurs, or an undesirable situation arises with another participant, various ways of reporting or discussing this, anonymously, are available. We have internal and external contact persons and confidential mediators for this purpose.

If you yourself experience undesirable behaviour or see this taking place, we ask you to always call out the person concerned, and ensure that the parties involved can have their say. We also request that you make a report.

As a Cinekid co-worker, there are three options for reporting this:

- To your manager or your immediate contact person in relation to the assignment you are carrying out for Cinekid.
- If for any reason this is either impossible or undesirable, you can approach the Cinekid's management or the external HR advisor.

In the case of an undesired sexual experience, we recommend - however difficult this may be – calling the Sexual Assault Centre (Dutch: *Centrum Seksueel Geweld*) at the earliest opportunity. For more information, see 3.3 Sexual Assault Centre.

#### **3.1 Contact our confidential mediators**

Our confidential mediators are listed below. They can handle complaints and bad experiences. Confidential information is accessible only to those with authorisation to see this, and is protected throughout the process. All co-workers and representatives with access to confidential information are responsible for maintaining the integrity, confidentiality and privacy of such information in order to protect every individual, every group or organisation.

##### **3.1.1. Confidential mediator for Cinekid co-workers**

Cinekid co-workers are defined as: personnel with an employment contract, interns, volunteers, freelances and contractors.

Cinekid co-workers can, in addition to their manager or the management, at any time contact Cinekid's external HR advisor for a confidential discussion. Cinekid co-workers who want to contact the external HR advisor will be able to find the contact details in the Cinekid Central Informationfile (Cinekid Centrale Informatiemap)/ Personeelszaken / Vertrouwenspersoon in teams.



### HR advisor details

Bas Scholten – Open Cultuur: [bas@opencultuur.nl](mailto:bas@opencultuur.nl) Tel. 06-46518870

Niranyana Jayamary: [info@niranyana.nl](mailto:info@niranyana.nl) Tel. 06-24942069

Additionally, at any time you can also contact [MORES](#), the Independent Disclosure Office for Undesirable Behaviour in the Dutch Cultural and Creative Sector.

### **3.1.2. Confidential mediator for guests and visitors**

Guests and visitors are defined as: all people visiting or participating in one or more of our activities (whether following an invitation or not).

During Cinekid events, you can contact [code of conduct@cinekid.nl](mailto:code.of.conduct@cinekid.nl). Your report will be treated in confidence by the internal contact within Cinekid and will not be shared with others. Reports are automatically deleted after 14 days, unless it is agreed otherwise with the person making the report.

### **3.2 After the report**

The confidential mediators will:

- Talk to the co-worker;
- Analyse the situation with the co-worker;
- Advise the co-worker on next steps;
- If requested, advise and support the co-worker experiencing the undesirable behaviour through the mediation and/or complaint procedure.

All experiences are taken seriously and treated in confidence. In the event that the confidential mediator does not have the required expertise, professional assistance will be called in – in consultation with the person making the report – to provide further support.

Please note the following in this respect: Cinekid is obliged to ensure a safe working environment. It may therefore occur that it is essential that action be taken following a report, for example because the undesirable behaviour also impacts or could impact others.

Although reports will of course be treated with care, complete confidentiality cannot always be assured. Co-workers against whom a complaint is made will also be treated with care. In principle, complete confidentiality is the motto for all parties involved. It may occur that an exception to this principle has to be made in the event that the general interest of the organisation is involved. In this case, the privacy of the parties concerned will be protected as far as possible.

Clear agreements will be made on follow-up steps to be taken with the agreement of all parties.

### **3.3 Mores**

Mores is the Independent Disclosure Office for Undesirable Behaviour in the Dutch Cultural and Creative Sector. All reports are processed by independent confidential mediators. They are bound by confidentiality and work independently of the board of management.

In the case of undesirable interactions, you can contact <http://mores.online>. When making a report, you will be able to speak to one of the confidential mediators by telephone, or receive a response to your e-mail or letter as quickly as possible. The maximum response time is one working day, but they strive to respond within a few hours.



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The board of management of [Mores.online](#) is not informed of the content of reports. The board is not involved in any way whatsoever in processing the reports and has no influence on this whatsoever. Nor does the board have any access to the registration of the reports.

Parties making a report are able to decide themselves on any follow-up steps, if necessary with further support from the confidential mediator.

### **3.4 Sexual Assault Centre**

Anyone can become the victim of a bad sexual experience – online or offline. If you have recently had an undesired sexual experience, getting professional help might not be the first thing you think of. Nevertheless, the Sexual Assault Centre recommends calling them as soon as possible.

Call the Sexual Assault Centre on 0800 - 0188, or chat anonymously at <http://centrumseksueelgeweld.nl>.

### **3.5 Emergency numbers in the Netherlands**

Police, fire and ambulance: 112

Police general (NOT EMERGENCIES): 0900-8844

Victim Support Netherlands: 0900-0101 (local rate)

Sexual Assault Centre: 0800 - 0188

This code of conduct was last amended on 26 September 2023. The code may be updated on the basis of new insights.



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