



# **Glasgow International Comedy Festival Code of Conduct**

## **SUMMARY**

**At Glasgow International Comedy Festival, we will work tirelessly to create spaces where people have fun and feel safe. If anyone, patrons, artists, staff or otherwise, are made to feel threatened or uncomfortable by another person in our spaces, we take it very seriously. When we are made aware of situations related to this we will make sure that your concerns are heard and we will take the necessary steps with you to respond to the situation. We expect everyone who engages with us and shares spaces under the festival banner to respect others and challenge unacceptable behaviours.**

## **POLICY STATEMENT**

**To create a safe, positive and inclusive space that is free from harassment and/or discrimination and in which everyone is treated with dignity and respect we have established the following code of conduct. We ask that you understand and acknowledge this policy when engaging with Glasgow International Comedy Festival.**

**We acknowledge that the comedy and live performance industry, in which we operate, is a creative arena in which new ideas are explored and boundaries are pushed. However, while we believe artists must be free to express themselves, it is unacceptable to exacerbate or reinforce discriminatory or harmful behaviours or views. Our hope and expectation that the content and work shared in our spaces is done so with care and without malicious intent.**

### **Who is this policy for?**

**This policy applies but is not limited to the following: all staff, crew, performers and visiting companies, suppliers, venue operators and members of the public. This policy is included as part of our employment contracts, staff training manuals, supplier and venue contracts and our terms & conditions.**

### **Where does this policy apply?**

**This policy applies across all GICF events; work and after-work social spaces; and online while engaging with the Company at virtual events or via email or social media.**

## **CODE OF CONDUCT\***

- **The following is by no means exhaustive but is the minimum we expect from ourselves and others. We must all:**
- **Foster a safe environment that is free from physical, written, verbal or sexual harassment, violence, bullying or discrimination. Unacceptable behaviours include: sexually harassing another person with unwanted or unwelcome behaviour; physically or sexually assaulting another person; making derogatory remarks about an individual's body, manner or sexual activities; intimidating, threatening or victimising another person; discriminating against or treating someone less favourably because of their race, gender, gender identity, age, sexual orientation, disability or other personal characteristics.**
- **Be actively inclusive. Acknowledge that bigotry is pervasive and entrenched in our industry and wider society. Do not tolerate racism, ableism, transphobia, homophobia or ageism in any form and actively challenge discriminatory behaviours and opinions.**
- **Respect boundaries. Be mindful that each person is different and will have different personal and cultural boundaries. Pay attention to both verbal and non-verbal cues, and be respectful towards others' wishes. This also means respecting social distancing rules and regulations put in place to keep everyone safe from COVID-19.**
- **Be aware of and challenge our prejudices and privileges. Think about what influences your words, opinions and feelings and who they might exclude or harm.**
- **Respect how people choose to identify. Do not assume anyone's gender identity, sexual preference, background, etc. And do not share this information with others without permission.**
- **Listen if someone challenges us about our behaviour. It's always hard to hear that your behaviour is making someone uncomfortable. Do not become defensive - listen, reflect and learn.**
- **Consume alcohol responsibly. Know your limits. The effects of alcohol consumption will not excuse inappropriate or harassing behaviour.**
- **Take care of ourselves. Take care of your health and safety and do not act in any way that endangers yourself or those around you.**
- **Respect the privacy of others. Do not take photos/videos of performers or others and do not share images of, or information belonging to, other people without their express permission.**
- **Report damaging behaviours. If you are being harassed, witness harassment of someone else or have concerns about another person's conduct, please contact the Venue Manager at the location. You can also speak to a member of festival staff or management directly and/or report any inappropriate behaviour or harassment via the contact details below. Staff and contractors can also make reports through our company grievance procedure.**

## What can you expect from us?

- We will follow and uphold our Code of Conduct in everything we do.
- We will communicate this policy to all performers, crew, employees, producers, promoters, creative teams and other freelancers who work with us. It will also be available publicly.
- We will take action. When someone reports a breach of the code of conduct or being uncomfortable in any festival spaces (including online) we will work with the complainant to determine an appropriate response. This might involve:
  - warning the offender
  - removing the offender from the event/activity
  - contacting the police
  - terminating employment, supplier, visiting company contracts
  - banning the offender from future attendance
  - putting the complainant in touch with local support services
  - arranging safe transport home for the complainant
- We will continue listening, learning and reflecting, individually and with others in our community/industry. This policy will be regularly reviewed and updated. If you have any comments or suggestions related to this policy please contact us using the details below.

## Our Contact Details

- Email: [info@glasgowcomedyfestival.com](mailto:info@glasgowcomedyfestival.com)
- Phone: 0141 260 0500

**\*This code does not supersede an individual's right to pursue a police report and/or investigation or seek legal counsel. To the extent that there is any inconsistency between the law and this policy, the law shall prevail.**

