



## **20Twenty Productions - Code of conduct and ethics policy**

### **Organisational Values**

- 20Twenty Productions values the contribution of everyone engaging with our organisation. We support the creative potential of the artists who work with us, the audiences who engage in our work, our staff, trustees, funders, and supporters.
- 20Twenty strives to provide an organisational culture of collaboration, respect, and mutual support. We value kindness, and care about every individual engaging with us.
- 20Twenty values openness, honesty, and integrity. We will be transparent about our processes and procedures which we will continue to revise and update.
- 20Twenty proactively seeks to promote a diversity of voices and opinions, and to challenge oppression, discrimination and marginalisation.
- 20Twenty welcomes and supports people of all backgrounds and identities. This includes but is not limited to those of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, colour, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.
- 20Twenty is an advocate for the social changes needed to help protect, in any small measure, the planet and all its biodiversity.
- 20Twenty will at every opportunity, campaign for a world where climate equality is prioritised and addressed at a local and global level.

We believe that everyone has a role to play in ensuring that 20Twenty is a safe and respectful space, work, share and enjoy. As such, we have expectations around behaviour that we ask everyone engaging with us to observe.

## **Our code of conduct:**

### **PRECONCEPTIONS**

Don't assume anything about anyone. Everyone has a different life experience and may be struggling with challenges that are not always visible.

### **PERSONAL BOUNDARIES**

Unless specifically invited, don't invade other people's personal or emotional space. Don't assume that others have the same physical and emotional boundaries as you.

### **CONSENT**

Always seek consent and if someone says 'no', or asks you to stop something, then stop.

### **PRONOUNS**

Respect the use of pronouns and don't make assumptions. Ask people how they want to be addressed.

### **CHECK YOUR PRIVILEGE**

Think about how you are occupying this space and the visible and invisible hierarchies that exist. Be aware how your privilege perpetuates oppression and discrimination.

### **MIND YOUR LANGUAGE**

Be kind. Do not insult or put down others. Harassment and exclusionary behaviour are not acceptable, and we will challenge you if you use patronising, abusive, racist, sexist, misogynist, ableist, classist, sizeism, ageism, homophobic or transphobic language.

### **LOOK AFTER ONE ANOTHER**

We are all in this space together. Be considerate and treat one another with kindness and respect.

### **ASK PERMISSION TO PHOTOGRAPH**

We occasionally photograph and film during events for our archive and we will let you know when this is happening so that you can opt out. Don't assume that people are ok with being photographed – ask them first.

## **Communicating our Values**

We will ensure that 20Twenty's values are clear to everyone through:

- The ways in which we programme our organisation and the voices we choose to amplify and support.
- The ways in which our staff team conduct themselves, in the workplace, towards each other, and when representing the organisation externally.
- The processes and procedures we have in place relating to conflicts of interest.
- Who we accept funding from – we will not accept funding from any person or organisation that does not align with our organisational values, or if the donor is believed to have acted illegally in the acquisition of funds.
- The inclusion of our Code of Conduct on our website.
- The display of our Code of Conduct at our premises.
- The dissemination of our Code of Conduct ahead of key events.
- The inclusion of our Code of Conduct in site inductions and in recruitment processes.

## **Complaints and Disagreements Process**

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint does not mean they are wrong.

All complaints and disagreements will be taken seriously and dealt with swiftly, with a focus on resolving issues and learning from mistakes.

### **During the complaints process 20Twenty will aim to:**

- Quickly identify the nature of the complaint.
- Reassure the complainant that they are being listened to and taken seriously.
- Keep the complainant updated.
- Seek a resolution through discussion and good communication.

Disagreements relating to 20Twenty staff will follow 20Twenty Productions disciplinary procedures.

Differences of opinion and disagreements are unavoidable. What is important is that we resolve disagreements and differing views constructively.

## **The Seven Principles of Public Life**

20Twenty staff and Trustees adhere to the government endorsed Seven Principles of Public Life which relate to the spending of public funds.

## **Policy Review**

This policy will be reviewed annually by the Board of Trustees, alongside other organisational policies as part of the board annual calendar.

## **Related Policies and Information**

20Twenty Art Centre – Mental Health and Wellbeing Policy

[The Seven Principles of Public Life](#)

*Adopted by Board of Trustees:*

*Version: June 2020*

*To be reviewed: June 2021*

## **Appendix 1**

### **The Seven Principles of Public Life**

1. **Selflessness**

Holders of public office should act solely in terms of the public interest.

2. **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. **Honesty**

Holders of public office should be truthful.

7. **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.