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Introduction

IDFA is committed to providing a safe and friendly environment for all, where everyone is treated equally, without distinctions or discrimination, exclusion or preferred treatment based on race, colour, sex, pregnancy, sexual orientation, gender identity, marital status, age, religion, political opinion, language, nationality, social position or disability. We embrace diversity and innovation, and work together towards shared goals. We practice continuous improvement of our work, informed by evaluation and learning. IDFA takes a zero-tolerance approach to all forms of behavior, by any person participating in IDFA, that intend to violate the dignity of others. Zero tolerance means that we will never tolerate, condone or ignore bullying, harassment or hate crimes of any kind.

The code is published on our website. The code is revisited annually by the HR Manager and evaluated at the staff representatives' and Supervisory Board meeting, and updated if necessary.

We expect our staff, volunteers and contractors to know, apply and put this code of conduct into practice and to be familiar with the most recent version of the code. By signing their employment contract, volunteer statement or assignment agreement, all staff members, volunteers, contractors and employees agree to the code and are bound to act in accordance with it.

In fulfilling their responsibilities and giving life to our values, IDFA employees and representatives are expected to comply with this Code of Conduct, as well as with all applicable legislation and regulations.

The Code of Conduct applies to all IDFA staff, contractors, volunteers, film professionals, and relations (further defined as participants under 'Definitions' as 'participants') including the Managing Board and those fulfilling positions remotely who may be contracted as consultants, as well as volunteers, interns and Supervisory Board members ('representatives').

Definitions

Participants

Participants in IDFA are all, without exception, subject to the current Code of Conduct. Participants are:

- Guests
- Contractors
- Film professionals
- Managing Board
- Supervisory Board
- Attendees
- Visitors and users of our online platforms
- Partners
- Funding bodies
- Media
- Team members
- Volunteers
- Suppliers

'Arbo law'

Arbo law is the colloquial term for the various laws that together make up Dutch working conditions legislation.

Undesirable behavior

Undesirable behavior is defined as (sexual) harassment, aggression, violence, intimidation, bullying and discrimination. IDFA aims to provide a safe environment for its staff, participants and stakeholders and therefore does not accept harassment, bullying, aggression, intimidation, violence or discrimination, regardless of whether this behavior is aimed at colleagues, volunteers and interns or at, partners, grantee-partners, suppliers or other stakeholders.

Undesirable behavior is defined as any kind of behavior that annoys the recipient so much that this becomes a problem. So it is up to you to decide whether behavior is undesirable or not.

Undesirable behavior encompasses, but is not limited to:

Aggression and violence

Aggression and violence are defined under Dutch 'Arbo law' as "events in which an employee is harassed, threatened, or physically or mentally attacked under conditions that are directly related to the performance of labor."

Abuse of power

Abuse of power is an act of breach of trust and it is generally, but not exclusively, associated with authority, although it is not exclusive. Power is an advantage you have over another.

Bullying

Under Dutch 'Arbo law', bullying includes "all forms of intimidating behavior – of a structural character – by one or more employees (colleagues, executives) directed against an employee or a group of employees who cannot defend themselves against this behaviour."

Where repeated or occurring as part of a pattern of behavior, i.e. being structural, the following are examples of behavior that could be considered to be bullying (this list is not exhaustive):

- aggressive and intimidating conduct;
- abusive, insulting or offensive language or comments;
- belittling or humiliating comments;
- victimisation;
- spreading malicious rumours;
- practical jokes, initiation practices or hazing;
- exclusion from work-related events;
- withholding information that is vital for effective work performance;
- unreasonable work expectations (including, for example, setting unreasonable timelines, constantly changing timelines or setting tasks that are unreasonably below or beyond a person's skill level);
- denying access to information, supervision, consultation or resources to the detriment of the employee or representative.

Discrimination

Discrimination is unfair or unequal treatment which makes distinctions between individuals or groups in order to disadvantage some and advantage others, on the basis of one or more protected attributes (see below). Such treatment could also be based on imputed characteristics (i.e., stereotypes), i.e. a characteristic that is generally imputed to someone on the basis of an attribute. Dutch legislation prohibits discrimination on any grounds whatsoever, and explicitly on the basis of:

- race;
- sex;
- pregnancy;
- gender identity
- sexual orientation;
- political opinion;
- religion;
- belief;
- disability or chronic illness;
- civil status;
- age;
- nationality;
- working hours (full time or part time);
- type of contract (temporary or permanent).

IDFA further defines racial and colour discrimination as follows: Racial discrimination

involves treating someone unfavourably because they are of a certain race, have certain characteristics associated with race (such as hair texture, skin colour, or certain facial features), or because of their national origin.

Sexual harassment

Sexual harassment includes unwanted behaviors including sexual advances, requests for sexual favours or comments or gestures of a sexual nature. It can also include other isolated but serious actions.

For example, the following all constitute sexual harassment:

- Behaviors of a sexual nature that can be reasonably expected to be a source of anxiety or discomfort, or offensive or humiliating to a person or group of people;
- A behavior that implicitly or explicitly must be accepted as a condition for professional advancement;
- A behavior the acceptance or rejection of which is used as the basis for any professional decision (among others, those relating to advancement opportunities).

Sexual harassment can, for example, take the form of the following actions or behaviors:

- Requesting sexual favours in exchange for a service;
- Making unwanted physical contact;
- Uttering crude, degrading or offensive sexual stereotypes;
- Asking a person invasive questions about their sex life.

Confidential Counselors

Do you have a bad feeling about something and are you unsure about how to deal with this, or you cannot find a solution? A conversation with one of the confidential counselors could be the next step in resolving the problem.

Confidential Counselors (internal)

IDFA employees may contact IDFA's confidential counselors for support related to undesirable behavior. The confidential counselors at IDFA are:

Jasminka Beganovic (fundraiser/creative producer)

Jenni Tuovinen (Industry & Forum senior producer)

Confidential Counselor (external)

If IDFA employees rather want to seek support with someone outside IDFA, they can contact our external confidentiality counselor: Patrica de Weichs de Wenne.

For more than 30 years, Patricia De Weichs de Wenne has worked as a manager in various organizations, including the last 10.5 years as a business director at the Dordrechts Museum, an organization with 120 employees and 150 volunteers. Since the beginning of 2023, she has been working as a freelancer and involved in various projects as an interim manager and advisor. In addition, she is a mentor for business leaders within Cultuur+Ondernemen.

With her years of experience as a manager in the cultural sector, she frequently comes into contact with employees who have been affected by undesirable behavior in the workplace – to a greater or lesser extent. She uses this experience, together with the training she received, to be able to act as a confidentiality counselor for organizations within the cultural sector.

Mores

Mores is the disclosure office for undesirable behavior in the Dutch cultural and creative sector.

IDFA is a member of [Mores Online](#), an independent hotline for unwanted behavior within the performing arts, television and film. Mores Online employs external confidential counselors who can be approached for advice if you would rather talk to someone outside the IDFA organization.

Confidential information

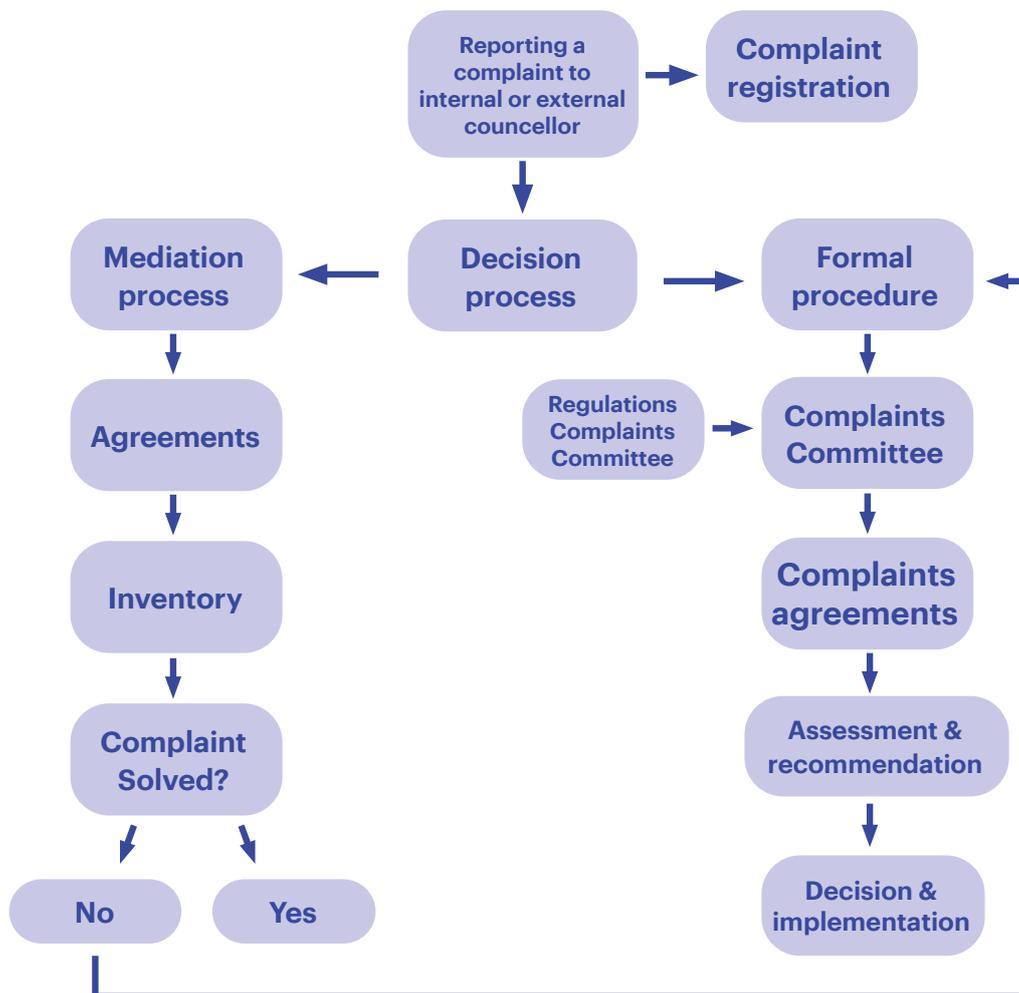
Confidential information should be accessible only to those authorised to access this, and is protected throughout its lifecycle. All employees and representatives with access to confidential information are responsible for maintaining the integrity, confidentiality, and privacy of such information to protect any individual, group or organisation concerned.

How to address a complaint?

Do you have something on your mind? Then talk to a colleague, manager, confidential counselor, or a person you trust. If this is not satisfying or does not resolve the issue, you have the option to report a complaint.

IDFA will try to resolve complaints as far as possible through a mediation process, but sometimes a complaint may be taken to a complaints committee. The task of this committee is to hear the complainant, the accused colleague, and other relevant persons separately, in order to collect information concerning the complaint. A counsellor or lawyer may assist the complainant and/or the accused. After hearing the parties, the committee will make a recommendation to the Board. This recommendation will state whether the committee considers the complaint to be admissible. If so, then the recommendation will state whether the complaint is justified and what measures the committee recommends be taken by the Board. The complaints committee is made up of three persons working at IDFA, who do not have any relationship to the complainant or the accused. One of the confidential counselors is the secretary of the committee. Here too, the committee naturally operates confidentially. The recommendation issued will also be treated as confidential by the Board.

The chart below shows the two main processes for an official complaint.



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