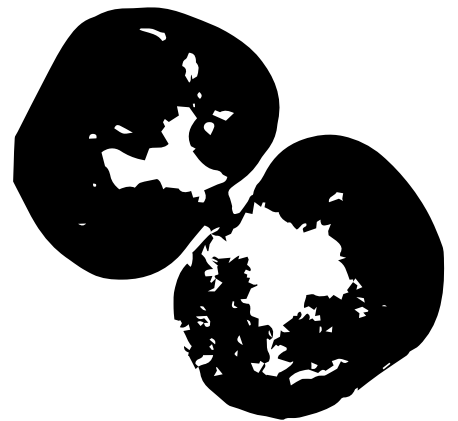
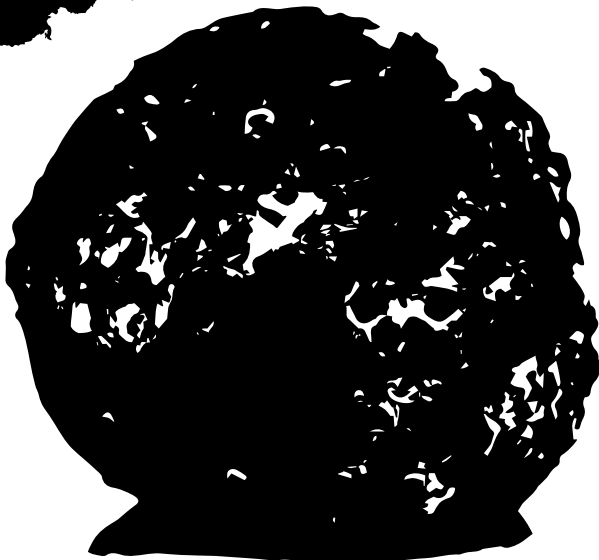
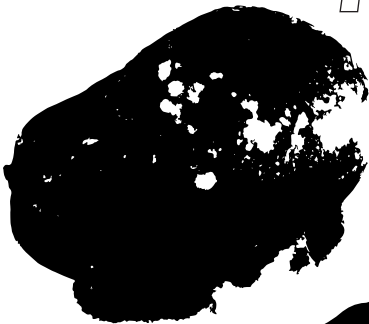


# kaaitheater



GUIDELINES  
FOR BEING TOGETHER  
AT KAAITHEATER





*In these guidelines, Kaaitheater aims to identify boundaries and stand up against inappropriate and/or transgressive behaviour. We also want to set out how you can react in the event of such behaviour. As part of this, we explain what role Kaaitheater can play. Our aim is to provide a safe(er) context where art and everyone involved in it can flourish.*

## **WHO ARE THESE GUIDELINES FOR?**

These guidelines are written primarily for everyone working in or collaborating with Kaaitheater such as **employees, performers, people involved in an artistic production, partners, volunteers, temporary workers, suppliers,...**

They are also intended for anyone who in some way engages with Kaaitheater's programme and spaces as a **visitor, participant or passer-by**.

They apply to people who are physically in the Kaaitheater buildings or in any of the spaces Kaaitheater (temporarily) uses in the city. They also apply to any **digital** spaces the Kaaitheater sets up, such as social media or video chat. They also apply to Kaaitheater's projects in **public** spaces.

## **WHO ARE WE AND WHY DO WE THINK THESE GUIDELINES ARE NEEDED?**

Kaaitheater is a stage for dance, theatre, performance and conversation in and around Brussels. Kaaitheater moves through many spaces and contexts, from Flemish and Brussels to the international, from small to large venues, on squares and in streets, where urban and global themes are tangible.

We would prefer to live in a society where guidelines like these are not needed, but to quote **The Queer Code of Conduct**:

*“If you don't set up your own rules,  
you implicitly endorse those prevalent in society*

– including the unwritten ones –  
many of which we recognize as unfair to many people.”

An institution is always a product of time and space, in other words of a particular history and its context. As an institution, Kaaithheater has an important task to provide a bedrock for current social issues, which call for **reflection, reaction and translation into practice.**

Driven by the question *How To Be Many?* Kaaithheater is establishing new guidelines around participation and mediation, to introduce new generations of audiences to the multifaceted, contemporary performing arts. They allow a broad spectrum of visitors, artists, stories and perspectives, traversing the many neighbourhoods and locations in and around Brussels.

Because the spaces we engage in are highly diverse – from administration to holding auditions, rehearsals, performances, direct contact with audiences, ... to late nights, parties and so much more – we have to recognise that boundaries between work and private life are diffuse. We have a duty to ensure that this is not exploited. **Inappropriate behaviour will never be tolerated, regardless of the relationships between people.**

Within this often complex constellation of spaces, participants and subjects, we adopt a learning attitude. We want to understand how we should position ourselves and act within this landscape, and in particular to become more aware of our blind spots and implicit assumptions. In doing so, we realise that we sometimes get it wrong. As an organisation, we want continuously to learn and we are open to feedback and suggestions.

## WHAT DO WE COMMIT TO?

Kaaithheater strives to create a working and leisure environment where everyone involved in achieving its mission feels treated with respect.

Kaaithheater recognises the effects of various forms of discrimination based on prejudices that are structurally present in our society. That includes the world of culture that we operate in. We are aware that Kaaithheater also is a product of a specific context and history, which

calls for reflection and awareness. We commit to understanding systemic oppression ever better, and in doing so, how to critically analyse and dismantle implicit assumptions in our everyday and our everyday expressions.

These guidelines are a living document and are regularly updated. Feedback on these guidelines can be addressed to [report@kaaitheater.be](mailto:report@kaaitheater.be).

## WHAT INAPPROPRIATE OR TRANSGRESSIVE BEHAVIOUR ARE WE TALKING ABOUT?

1. INAPPROPRIATE PHYSICAL INTIMACY
2. TRANSGRESSIVE BEHAVIOUR AROUND IDENTITY AND THE PRIVATE/PUBLIC BOUNDARY
3. INAPPROPRIATE STATEMENTS
4. AGGRESSION

**Kaaitheater does not tolerate any inappropriate or transgressive behaviour, violence or abuse of power.** We do not tolerate any form of discrimination, as in treating someone in a different, less respectful way because of their age, colour, origin, disability, gender, sexuality, socio-economic situation, etc. (see full list below).

When someone lets you know that you are exhibiting oppressive or inappropriate behaviour, take the comment seriously and correct your behaviour accordingly. It is important in this context to understand that **transgressive behaviour is determined by the person experiencing it.** The intention of the person who appears intimidating is not relevant. What matters is how it is perceived.

Oppressive, inappropriate and transgressive behaviour can manifest itself in different ways. There are some examples below, but this list is not comprehensive:

## **Transgressive behaviour physical intimacy**

- **Inappropriate physical behaviour:**
  - **When someone pulls away or asks you to stop, you must stop at once.**
  - **Hugging or touching someone may imply an intimacy not shared by the other person.** For example, touching someone's hair, hugging or stroking someone's back without permission or after having been told to stop.
- **Claiming unwanted intimacy** or assuming that you are allowed this level of intimacy with the other person.
- **Unwanted sexual attention.**
- **Continuing one-to-one contact** after being asked to stop doing so.

## **Transgressive behaviour around identity and the private/public boundary**

- **Knowingly disclosing a private aspect of someone's identity,** without consent (it may exceptionally be possible to disclose something about someone's identity when it is necessary for protecting people from abuse).
- **Photographing someone** or making **video and/or audio recordings** without permission.
- **Recording online activities** for the purpose of harassing someone.
- **Intentionally using the wrong pronouns** (especially when the person has made their pronouns known).
- **Assuming that you know how someone identifies sexually.**
- **Any kind of derogatory language,** such as comments on someone's physical appearance or character traits.

# Transgressive statements

- **Microaggression:** small and subtle discriminatory behaviour.
- **Statements that reinforce systemic oppression** such as involving someone's:
  - ⌘ **nationality/ethnicity**
  - ⌘ **socio-economic status**
  - ⌘ **gender identity and expression**
  - ⌘ **religion**
  - ⌘ **sexual orientation**
  - ⌘ **personal appearance (hairstyle, clothing, tattoos, piercings,...)**
  - ⌘ **age**
  - ⌘ **presumed ignorance**
  - ⌘ **education level**
  - ⌘ **physical or mental disability**
  - ⌘ **physical or mental health**
  - ⌘ **neurodiversity**
  - ⌘ **parenting**
  - ⌘ **political opinion (as long as it does not violate the other criteria in this list)**
  - ⌘ **trade unionism**
  - ⌘ **language**
  - ⌘ **...**
- **Showing that you find something or someone unimportant or not worthy of consideration** by, for example, leaving someone without space in a conversation by interrupting them or talking over them.
- **Publicly making someone lose face.**
- **Making unprompted statements about someone's lifestyle** such as about how someone eats, their health, way of upbringing, housing, whether or not they use drugs, state of employment,...
- **Deliberately making false claims about someone.**

## Transgressive aggression

- **Trolling:** deliberately and constantly interrupting talks, lectures and other gatherings.
- **Inciting or threatening violence** towards someone.
- **Deliberate harassment or stalking.**
- **Urging someone to commit suicide or maim themselves.**

## HOW TO REACT IN THE EVENT OF INAPPROPRIATE OR TRANSGRESSIVE BEHAVIOUR?

If you experience or notice discrimination, harassment or other inappropriate behaviour, you can discuss it immediately. **Feel free to choose the approach that works best for you.** Remember that you can always raise something, or communicate a concern or complaint. You do not first have to check whether the incident you are reporting would be inappropriate or not. Your own assessment and experience are enough. There is more information below under 'How to respond to inappropriate or transgressive behaviour' about how to make the report.

**When necessary, both parties must stop immediately** and literally distance themselves to allow an appropriate cooling down. In addition, everyone is encouraged to bring concerns and experiences to the attention of Kaaitheater, as described below.



# ARE YOU BEING HARASSED? ARE YOU EXPERIENCING DISCRIMINATION OR OTHER INAPPROPRIATE BEHAVIOUR?

Can you approach the person responsible about the behaviour or can someone else do this for you?

**YES**



Take the person aside and take the time to have an open and honest conversation about what you saw happening or experienced. **(Call-IN)**

**NO**



You can report it to the people mentioned below. **(Call-OUT)**

**Or try to make the behaviour stop, by, for example:**

- Walking away without further explanation.
- You can simply excuse yourself: *“Oh, I see my colleague is calling me, have a good evening.”*
- You can say: *“I insist on my personal space. I don’t like being touched.”*
- You can say: *“Let’s talk about something else.”*
- You can say: *“This question is too personal.”*
- You can say: *“That made me feel uncomfortable.”*
- Etc...

**As a witness to inappropriate behaviour, you can stop it by:**

- Starting to talk about something else.
- Inviting in a third person and thus breaking the situation.
- When you feel comfortable enough, you can clearly name the inappropriate behaviour to those present.

What if the person in question says: **“Do you even know who I am? I am an important person with a very important function XXX, how dare you**

*address me like this...”*

**All the above responses are still appropriate.** You have every right to feel respected at work-related events, regardless of the status of the person you are interacting with.

If you do not want or cannot discuss the event directly with the person involved, we ask you to contact someone from the list below with whom you feel comfortable.

**If you are a member of the audience:**

1. Ask for help from one of the staff at Kaaithheater. You will find them at the ticket counter, cloakroom or bar.
2. Do you encounter or witness problematic behaviour by a Kaaithheater staff member? Or would you like to report another situation you experienced or saw happen? You can report this to e-mail address [\*\*report@kaaitheater.be\*\*](mailto:report@kaaitheater.be) or to the number of Kaaithheater’s prevention adviser Ann Bollen: 0468 10 72 43.

**If you are an artist and/or involved in an artistic production:**

1. If your work is linked, in any way, to an organisation or institution, then in the first instance contact the person in charge of that organisation.
2. You can also seek help from a member of staff at Kaaithheater involved in your project, for example, the technician in charge, the production manager, the evening manager,...
3. Have you encountered or witnessed problematic behaviour by a Kaaithheater staff member? Or would you like to report another situation you experienced or saw happen? You can report this to e-mail address [\*\*report@kaaitheater.be\*\*](mailto:report@kaaitheater.be) or to the number of Kaaithheater’s prevention adviser Ann Bollen: 0468 10 72 43.
4. You can also contact your own trade union or the Genderkamer van de Vlaamse Ombudsdienst. There is more info at [\*\*www.engagementarts.be\*\*](http://www.engagementarts.be) and [\*\*www.podiumkunsten.be/organisatiebeleid\*\*](http://www.podiumkunsten.be/organisatiebeleid).

### **If you are an employee:**

1. As an employee, you can contact your line manager or one of the other managers.
2. You can also contact one of the two confidential advisers (Jonas Maes or Charlotte Dhont) for an informal chat. Together, you look for a solution to the situation and you have right to a say in what the next steps could/ should be.
3. If you are a person of colour and would like to talk to an external confidential adviser of colour, please contact Judy Vanden Thoren by phone on 0476 72 27 88.
4. For a formal interview, you can contact the external psychosocial prevention adviser (Attentia). You can read more about the different steps in Annex IX of the labour regulations.

### **If you are part of a workshop, a volunteer or participant:**

1. Then ask for help from one of the staff at Kaaitheater. .
2. You can also contact your trade union or the Genderkamer van de Vlaamse Ombudsdienst. There is more info at [www.engagementarts.be](http://www.engagementarts.be) and [www.podiumkunsten.be/organisatiebeleid](http://www.podiumkunsten.be/organisatiebeleid).
3. Have you encountered or witnessed problematic behaviour by a Kaaitheater staff member? Or would you like to report another situation you experienced or saw happen? You can report this to e-mail address [report@kaaitheater.be](mailto:report@kaaitheater.be) or to the number of Kaaitheater's prevention adviser Ann Bollen: 0468 10 72 43.

### **If you are an external partner or tenant:**

1. We suggest that you talk to your line manager within your organisation or a person specifically designated to deal with this type of case (your confidential adviser, internal/external prevention adviser).
2. You can also contact your union.
3. Have you encountered or witnessed problematic behaviour by a

Kaaitheater staff member? Or would you like to report another situation you experienced or saw happen? You can report this to e-mail address [report@kaaitheater.be](mailto:report@kaaitheater.be) or to the number of Kaaitheater's prevention adviser Ann Bollen: 0468 10 72 43..

### **If you are a supplier:**

1. We suggest that you talk to your line manager within your organisation or a person specifically designated to deal with this type of case (your confidential advisor, internal/external prevention advisor).
2. Have you encountered or witnessed problematic behaviour by a Kaaitheater staff member? Or would you like to report another situation you experienced or saw happen? You can report this to e-mail address [report@kaaitheater.be](mailto:report@kaaitheater.be) or to the number of Kaaitheater's prevention adviser Ann Bollen: 0468 10 72 43.

## **ARE YOU BEING TOLD THAT YOUR BEHAVIOUR IS INAPPROPRIATE?**

A report or accusation can be an unpleasant surprise and shocking. When faced with a complaint of (alleged) transgressive behaviour, always try to remain calm and polite. Remember that any allegation or report must be investigated carefully. Always consider the feelings of the person involved, even if you yourself do not think there is any transgressive behaviour. Don't put it in perspective. Accept that that is how the person concerned sees it. It is not up to you to set the boundaries. It is also in your own interest to be careful and receptive. That means:

- **Listen carefully to what the person in question has to share.**
- **Put yourself in the other person's place and reflect on your own behaviour on that basis.**
- **Explain how you see the situation.**
- **Take a look together at how (un)workable the situation is and find a mutually acceptable outcome or way out.**
- **Be prepared to apologise.**

You can contact [report@kaaitheater.be](mailto:report@kaaitheater.be) with questions or via the number

of Kaaitheater's prevention adviser, Ann Bollen: 0468 10 72 43.

If you are a member of staff at Kaaitheater, you can contact the confidential adviser if there is need to do so.

## **FOLLOW-UP**

Each report is handled by the prevention adviser and the coordinators at Kaaitheater. They are committed to responding to your report quickly and thoroughly. The first step in this process is to listen carefully to everyone involved. We will then, together with you, review the appropriate next steps for your report. We also implement those steps together. The possible measures can range from a simple conversation involving the various parties to transferring the report to official bodies. The process and outcomes will be carefully documented and accessible to the parties involved and, where applicable, to the prevention adviser and confidential adviser.

Kaaitheater takes all reports seriously. They are treated with sensitivity and appropriate discretion. We do our utmost to respect confidentiality, considering that Kaaitheater, in some cases, is obliged to investigate the matter and seek possible solutions, which may involve some disclosure. If necessary, this is always done in consultation with you.

### **Employee-specific:**

We follow the guidelines for the performing arts sector: If an employee believes that they are a victim of violence, harassment or unwanted sexual behaviour by a third party, they should be able to have a statement included in the third-party facts register. This register is anonymous and maintained by the confidential adviser. In addition to these individuals, employers can also view this register. The employer must ensure that their employee receives appropriate psychological counselling.

# ABOUT CONSENT

*Consent* is an English word that refers to permission, assent or approval.

Consent refers to a voluntary, informed and mutual agreement between all parties involved. **Any party can withdraw their consent at any time.**

“Informed consent” is a crucial principle, particularly in relation to sex. It means that all parties involved agree to any action freely and consciously, without pressure, coercion or any form of abuse.

Consent can also play a role in other situations, such as when consenting to artistic processes, sharing personal information, entering into contracts or participating in legal agreements.

# RESPONSIBILITY

These guidelines were developed and drafted with the help of **Constant vzw**, who showed us many other guidelines and codes of conduct. We drew inspiration for this document from several other examples and used wordings and excerpts from texts by, among others: **The Public Theater** (New York), **The Queer Code of Conduct**, **Constant vzw**, **Het nieuwstedelijk** and **ENGAGEMENT**.



