

CODE OF CONDUCT

Statement of Intent

StAnza is an organisation that is committed to being a welcoming, respectful and safe space for anyone interested in poetry, and inclusivity is a foundational principle within all our work.

StAnza proudly platforms the work and voices of emerging and established artists who span a broad range of backgrounds, languages and lived experiences, and we exist to share the richness of this with our audiences.

For an environment to feel safe for those within it - particularly for those who might routinely find themselves marginalised in other areas of society – expectations for conduct must be clear and based on the principles of kindness, dignity and respect.

Our Code of Conduct, as set out below, articulates the expectations to which all StAnza staff, trustees, volunteers, stakeholders and collaborators will be held. To engage with StAnza is to agree to comply with this code and matters of misconduct will be taken very seriously by the organisation.

Defining inclusion

Inclusion means creating spaces and environments in which individuals can participate fully, safe in the expectation that their dignity and humanity will not be undermined by the circumstances or by others.

Inclusion is not about disregarding difference and advocating for equality in spite of people's lived experiences, but instead respecting those differences and experiences, and seeking to tackle perceived or tangible barriers to engagement using our available resources.

StAnza acknowledges that ensuring the safety and well-being of individuals and communities facing marginalisation on the basis of background, culture or lived experience may require a more proactive approach in order to prevent exclusion and subsequent harm.

We believe not just in equality, but in the principle of equity, and we will continue to work on the ways in which this is demonstrated through our governance, operational activities, recruitment and programming.

Expectations of our team, stakeholders, volunteers & collaborators

At all times when engaging with StAnza and our activities, we expect that individuals will;

- Act professionally and in good faith;
- Treat others with respect and dignity;
- Approach differences in values and opinions with care and consideration;
- Take time to consider the impact that words and actions may have on others;
- Be cognizant of the way in which differences in background, culture and lived experiences may create unintended hierarchies or imbalances of power that can cause people to feel uncomfortable or unsafe;
- Immediately bring to StAnza's attention any instances of alleged misconduct.

Definitions of misconduct

Actions that:

- Present a risk of direct or indirect harm to our staff, stakeholders, collaborators, volunteers or audiences;
- Risk damaging the reputation of StAnza or its activities;
- Are illegal under Scottish law;

May be considered by StAnza to be misconduct under this code and dealt with accordingly.

StAnza is opposed to all forms of bigotry and oppression including, but not limited to: racism, ableism, ageism, sexism, transphobia, homophobia, classism, religious intolerance, xenophobia and language discrimination.

- Expressions of bigotry, both explicit and implicit, will be considered by StAnza to be misconduct under this code and will be dealt with accordingly.

Other abusive behaviours, whether motivated by bigotry or not, will also constitute misconduct and include:

- Physical abuse including, but not limited to;
 - Violence or threat of violence;
 - Use of force or threat of force;
 - Rape, sexual assault, sexual harassment or the threat thereof.
- Verbal abuse including, but not limited to;
 - Insults or aggression directed towards an individual or group;
 - Oppressive language, particularly that which expresses bigotry or undermines the dignity of an individual or group;
 - Persistent, unwelcome personal comments.
- Bullying and harassment including, but not limited to;
 - Persistent, inappropriate mocking or undermining of an individual or group;
 - Spreading of misinformation or rumours about an individual or group;
 - Deliberate and inappropriate exclusion, isolation or marginalisation of an individual or group;
 - Circulating inappropriate or embarrassing images of or messages about an individual or group;
 - Blaming an individual for problems they did not cause;
 - Sharing of personal or confidential information about an individual without their consent;
 - Attempts to involve others in aggressive or harassing behaviour towards an individual or group.

When and where our Code of Conduct applies

We will expect anyone engaging with StAnza to comply with our code of conduct at all times when undertaking activity with or on behalf of StAnza, and/or at StAnza events.

Our expectations of conduct apply to both online and in-person interactions.

Conduct outside of engagements with StAnza

Whilst our concern with the conduct of individuals and organisations applies primarily to their direct engagement with StAnza and our activities, where it comes to our attention that any such individual or organisation is making public statements that clearly constitute bigotry, StAnza may view this as a contravention of this code and take proportionate action.

Honorary Patrons: The Rt Hon Sir Menzies Campbell CBE QC MP Professor Douglas Dunn Kathleen Jamie Billy Kay Dr Robyn Marsack

Registered Address: 57 Lade Braes, St. Andrews, Fife KY16 9DA, Scotland, UK.

StAnza - Scotland's Poetry Festival is a private company limited by guarantee and registered under the Companies Acts. Registered No. SC253342. Recognised by the Inland Revenue as a Scottish Charity (Charity No. SC 031789)

Reporting procedure

If you witness or experience behaviour that you believe is in violation of this code, it should be reported to a senior member of staff (Festival Director or Operations Manager) or to a trustee.

We can only act on reports of incidents/behaviour brought to us directly and not on information encountered indirectly (e.g. rumours shared online).

- Make contact with a senior member of staff or a trustee, either directly or by requesting that your StAnza contact put you in touch with the relevant person.
- You can report an incident to us in the way that feels most appropriate for you, be that via email, in person or on the phone.
- Whilst we require reports to be made by the person that witnessed/experienced the incident or behaviour, you may choose to involve a third party (e.g. friend, colleague, union representative) in your correspondence and we will support you in this.
- Try to give a clear description of the behaviour/incident;
 - when and where it occurred
 - who was involved
 - what happened before, during and after
 - what the impact was on you and/or others
- The person that you make the report to will keep a log of the details that you provide and will advise you of what will happen next.
- Your correspondence will be kept in strict confidence and only shared with relevant parties where necessary for appropriate investigation and action to be undertaken.

Investigations and outcomes

- When a report of alleged misconduct is received, it will be reviewed by the staff member/trustee receiving it and subsequently shared with the Chair of the board and another senior member of staff, where appropriate.
- Where the allegation relates to the Chair of the board, it will be shared with another representative or subcommittee of the board for review.
- A member of staff or trustee may then opt to contact you for further information, to provide evidence or for clarification. This might be in person, on the phone, or by email, depending upon the circumstances. As above, you may continue to involve an appropriate third party in your contact with us, for support.
- A confidential record of all correspondence and action relating to the allegation will be kept by the company and a summary report will be prepared by a senior staff member and submitted to the Chair (or alternative representative or subcommittee) for a decision as to what further action, if any, is necessary.
- You will be informed of this decision within 20 working days.
- Possible outcomes might include:
 - A meeting with the complainant and/or individual/s involved in the alleged misconduct to discuss how misconduct can be prevented in future;
 - A temporary suspension of individual/s' engagement with StAnza whilst alleged misconduct is investigated;
 - A written warning given to the individual/s involved;
 - The termination of any engagement with the individual/s involved and removal of those individual/s from StAnza's public communications.

Registered Address: c/o James Hair & Co., 59 Bonnygate, Cupar, Fife KY15 4BY

Policy review and feedback

The ways in which we seek to achieve our aims and the means by which we hold ourselves accountable to our commitments are constantly evolving. As such, this document and our related policies are under regular review and we welcome feedback and constructive criticism from our staff, stakeholders, collaborators, volunteers and audiences.

If you have comments on this or any other StAnza policy document, please email Suzie Kirk Dumitru, Operations Manager on suzie.kd@stanzapoetry.org.

Drafted by:	Suzie Kirk Dumitru, Operations Manager
Date drafted:	December 2022
Date approved:	19 December 2022
Next review date:	December 2024

Honorary Patrons: The Rt Hon Sir Menzies Campbell CBE QC MP Professor Douglas Dunn Kathleen Jamie Billy Kay Dr Robyn Marsack

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