



## **D'SIGN ARTS (NI)**

### **Code of Conduct**

D'Sign Arts is a charity formed in 2015. Its aim is for Deaf people, the hard of hearing, CODAs (Children of Deaf Adults), and hearing people interested in the arts to create devised theatre and attend workshops on a range of topics from Media, Arts and Drama to Yoga and Well-being. We aim to achieve equality of access to all arts and culture to Sign Language users and promote equality for Deaf performers and Deaf audiences.

We also aim to mix Deaf and Hearing artists, improving integration between the two communities, and promoting Deaf Awareness. All of this, in turn, aims to empower Deaf people, the hard of hearing, CODA, and hearing people with interest in the arts & Deaf community for the purpose of personal growth and helping them realise their abilities and potential.

#### **D'Sign Arts Members Code of Conduct**

As a member, you are responsible for behaving appropriately at all D'Sign Events. We outline our expectations here. Please remember that these guidelines below are put in place to ensure your safety. They are not designed to be restrictive in any way.

#### **Criminal / Illegal Activity**

Any member found to be engaging in criminal or illegal activity will be referred to the police.

If anyone looking to become a board member has a criminal record, it must be brought to the board's attention so they can make a decision irrespective of such. Please note if these convictions are minimal, members should not worry about approaching the board as these convictions can be looked over during the decision process. Only the instances of a more serious criminal conviction that access to a chair of the board will not be feasible. Please note that all information will be kept strictly confidential and will not be shared with anyone outside the board of D'Sign Arts.

### **Dangerous Weapons / Firearms**

Possession / carrying firearms or dangerous weapons are not permitted.

### **Fraud and Corruption**

Fraudulent and corrupt activities are in fundamental opposition to the spirit of D'Sign Arts.

If you suspect fraudulent or corrupt behaviour, report it to a Committee member who will pass it on to the board's Chair. We will treat reports of corruption / fraudulent behaviour as strictly confidential, where possible, and will seek to protect individuals making such reports from recrimination. We will investigate all reports promptly. Anyone found engaging in such conduct will be removed from D'Sign Arts and referred to the police (if appropriate).

### **Gratuities / Tipping**

Acceptance or asking for tips or gratuities is not allowed.

### **First Aid**

If a medical emergency should arise, unless you are a trained first aider, your priority should be getting assistance and call 999. Even if you are a trained first aider, ensure that professional medical help is obtained as a matter of urgency.

If there is any immediate danger, get yourself and those near you away from the area as quickly as possible. Your attempts to assist someone should be minimal, but you might be able to do some of the following until help arrives:

- Clear the space around the ill or injured individual and keep other spectators away.
- Help make the individual comfortable.
- If possible, place them in the recovery position and call 999 as soon as possible.
- Be extremely careful with blood. You can put a cloth over a wound to help stop the bleeding but do not touch the wound or allow blood to come into contact with your skin.

## **Cyber Security and Digital Devices**

If taking photographs at workshops or events, you must have permission from all participants before taking these images and confirm with each individual that they give consent for these images to be shared on our website and/or social media.

## **Social Media**

We want to provide practical advice to prevent careless use of social media when representing D'Sign Arts. These are:

- Be respectful, polite, and patient.
- Follow our confidentiality and observe laws governing copyright, trademarks, plagiarism, and fair use.
- Coordinate with our committee members when you are about to share any major-impact contents, i.e., talking about a new workshop or a show before it has been officially announced.
- Rectify or remove any misleading or false contents as quickly as possible.

## **Friendships at D'Sign Arts**

We encourage strong, meaningful relationships between peers, as it can help you communicate and collaborate. But we expect you to keep personal disputes outside of D'Sign Arts.

## **Fraternisation**

We want to ensure that relationships between members are appropriate and harmonious. We outline our guidelines, and we ask you always to behave professionally.

Fraternisation refers to dating or being friends with your colleagues. In this policy, “dating” equals consensual romantic relationships and sexual relations. Non-consensual relationships constitute sexual violence, and we prohibit them explicitly. If you start dating a member, we expect you to maintain professionalism and keep personal discussions outside of our events and meetings.

You are also obliged to respect your colleagues who date each other. We will not tolerate sexual jokes, malicious gossip, and improper comments. If you witness this kind of behaviour, please report it to the Chair or Vice-Chairperson.

Any comments of an overtly sexual nature or inappropriate behaviour, whether in person or on social media are not acceptable.

If you experience any inappropriate behaviour or bullying, please feel comfortable to report these issues to the Chair or Vice-Chairperson who will respond to the perpetrator with the appropriate action. Taking part in inappropriate behaviour or bullying will not be accepted by D’Sign Arts and can be met with expulsion from D’Sign Arts.

## **Grievance Resolution**

A grievance is a perceived or real issue which causes resentment, suffering or distress and may be grounds for complaint. If there has been an incident at a D’Sign Arts event, involving a member of D’Sign Arts or otherwise, that has caused harm, been inappropriate, or upsetting this incident must be reported to the Chair or Vice-Chairperson of the Board. Once the incident has been reported, the Chair / Vice-Chair shall arrange a meeting and move forward with the complaint as they see fit. This may result in disciplinary action may lead to the suspension of a member or expulsion.

## **Performance Issues / Inappropriate Practices**

We will always attempt to resolve any performance issues or conflict fairly. In such cases, the Chair / Vice-Chairperson will discuss their concerns with you and see to resolve the matter quickly and professionally. Inappropriate practices, e.g., repeatedly arriving late, harassment will be dealt with by the Chair / Vice-Chairperson. Repeated unsatisfactory performance or gross misconduct, e.g., theft, assault, or abuse of privileges, may result in the redeployment to other duties or removal from the organisation.

## **Confidentiality**

All D'Sign Arts written materials with the logo(s) present is for D'Sign Arts only and may not be re-used or copywritten by any other company. Members must keep all matters discussed in meetings in the strictest confidence, as they may be personal or relate to D'Sign Arts. Any subject matter discussed regarding someone's behaviour or opinion on these matters must not be discussed with people outside of D'Sign Arts.

Any group conversations, i.e., WhatsApp groups and emails, must only be seen by the people within the group or those who initially sent them unless the sender(s) has given consent. This includes all written and video messages. Sharing messages or video footage outside the group is a breach of confidentiality and The General Data Protection Regulation (GDPR), and such an act will result in disciplinary action.

## **Summary**

D'Sign Arts is a voluntary organisation, and you should feel supported and welcome in all the things you do with us. These policies and procedures protect and encourage our members to be their best selves and serve our organisation productively and joyfully. If you have any concerns or questions, please contact the Chair or Vice-Chairperson. See below for details.

If you wish to obtain a print or email copy or a signed summary of this content, please contact the Secretary (email address are below).

## **Chairperson**

Kenneth Taylor

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## **Vice-Chairperson / Secretary**

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