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1. What we stand for: Our Commitments

The Keep Festive initiative was established to ensure a safe and inclusive atmosphere at festivals and events.

The goal is to provide a friendly, supportive, and harassment-free environment for everyone, regardless of gender, age, sexuality, physical appearance, ethnicity, religion, beliefs, or any other group identity.

Here are the guidelines for all participants at festivals and events:

All participants are expected to respect these guidelines and not to assume consent: no means no in all interactions. Everyone has the right to self-determination. There should be no generalizations or assumptions made about anyone's background, experiences, gender, or sexuality. Participants should understand that everyone comes from different backgrounds and experiences, and while disagreements may arise, respectful interactions are essential. Everyone must take responsibility for their words, actions, and failures, and sometimes, offering an apology is necessary.

This Code of Conduct is one step in a global concept of care that Keep Festive is aiming at to build competencies, identify typical risks, improve professionalism in handling cases and prevent unwanted behaviour.

As that process is ongoing, this Code of Conduct is open to evolution and improvement and is to be seen as a fluid document.

2. What we talk about: Definitions

Personal coverage:

This Code of Conduct applies to all festivals and events involved in the initiative. Participants include staff, volunteers, attendees, performers, speakers, filmmakers, partners, sponsors, and any other guests or individuals who interact with the festival or event in any capacity.

Material coverage:

Keep Festive declares the following forms of conduct as inappropriate and unwanted at festivals or events: threatening, discriminatory, disrespectful or harassing behavior. This includes, but is not limited to, physical or verbal abuse misconduct, sexual assault, unwanted sexual attention or advances stalking, and bullying.

At every participating festival or event, a designated person should be available to receive reports of unwanted behaviour. All reports will be taken seriously and must lead to

concrete actions, with case management handled as outlined in this Code of Conduct. Cooperation is expected from everyone, and organizers will actively monitor and address these issues throughout the festival or event.

3. What we guarantee: Minimum requirements

Festivals that agree with Keep Festive's Code of Conduct are expected to:

- provide information on how to report an incident before and during the festival or event through various means (e.g. posters, coasters, flyers, on-screen signage);
- designate at least one person of trust with special competencies in discrimination topics during the festival or event, and publicly provide their contact details (telephone number, email address);
- manage reports according to the principles of this Code of Conduct.

4. What we promote: Recommendations

In addition, Keep Festive recommends the following activities to enhance participant safety and prevent unwanted behaviour:

- develop procedures to promote the acceptance of this Code of Conduct by specific participant groups (e.g. presenting the Code of Conduct in preparation sessions);
- implement additional measures to disseminate this Code of Conduct before the festival or event (e.g. including key sections in invitations to guests, jury members, and agreements with sponsors, partners);
- implement additional measures to disseminate information about Keep Festive;
- train staff (especially management and designated trust persons) and volunteers on discrimination topics, prevention of unwanted behaviour, and professional management of reports.

Each member may implement those activities in accordance with their organizational and technical capabilities.

5. What we assure: Principles of action

Urgency:

Given the short duration of festivals and events, we ensure immediate action following a report, including forming an intervention team to address the case within 24 hours.

De-escalation:

Measures should guarantee a safe space and care policy for Reporting Person while also giving the Reported Person an opportunity to explain and, if appropriate, apologize.

Transparency and confidentiality:

Balancing transparency and confidentiality is crucial in handling reports, with the following main goals:

- encouraging secure and confidential reporting;
- building confidence, especially among those involved;
- preventing further unwanted behaviour;
- discouraging rumours and gossip.

Commitments and standards defined in this Code of Conduct:

- Defining unwanted behaviour;
- Principles and procedure for handling cases, including standard case management steps (excluding specific measures in individual cases);
- Regular updates on the state and outcome of case management to all persons involved.

Confidentiality:

- Reporting persons are guaranteed anonymity in case management;
- The "need to know" principle: Only those necessary for the specific case are informed, as decided by the intervention team;
- Persons involved in a case must maintain confidentiality, except for discussing with individual trusted persons for personal relief.
- Information necessary to calm concerns, avoid rumours, and prevent toxic dynamics is shared with solidarity and clarity, using minimal personal information;
- Case documentation should be conducted anonymously, with no names given to third parties or listed for future events. If a report is made concerning a future event, an intervention team will be formed to process the standard case management.