

Code of Conduct

We, the staff at Wiener Festwochen GesmbH, have jointly developed this Code of Conduct. The Council of the Republic (a board of citizens of Vienna which accompanies the Vienna Festival (Wiener Festwochen) during the transformation process)¹ and external experts played an important advisory role.

The Code is a living document that is regularly reviewed and updated. It applies to all staff and persons engaged in the context of the respective festival edition, service providers, guests (artists) and members of the Supervisory Board of the Vienna Festival (Wiener Festwochen). All parties may report violations of this Code of Conduct. The response procedures vary according to the status of the parties concerned.

The Code of Conduct establishes our values and principles and serves as a guide for our actions. Its purpose is prevention. The implementation of these principles is safeguarded by appropriate structural measures, which are set out in separate guidelines and concepts. The Code of Conduct establishes procedures for feedback and complaints in order to promote safe, fair and respectful collaboration and, where necessary, derive institutional measures.

The Vienna Festival (Wiener Festwochen) is committed to creating a respectful and inclusive environment in which all (temporary) staff, guests (artists), service providers and visitors are valued.

¹ Council of the Republic – find out more on our website (<https://www.festwochen.at/en/council-of-the-republic>)

I. OUR VALUES

Respect and Appreciation

Every person regardless of their background, position and task have a right to respect and appreciation. We contribute to making everyone feel welcome and respected on, in front of and behind the stage. We always take care to respect our own and others' boundaries.

Diversity and Inclusion

We support diversity, variety, inclusion and belonging in all aspects of our cultural activities. We take care to ensure equality and a non-discriminatory working environment. Staff and third parties must be treated with respect and free of any discrimination regardless of ethnicity, skin colour, religion, beliefs, disabilities, age, sexual orientation, gender, gender identity, pregnancy and parenthood, social origins or other aspects.

Security and Well-being

A safe working environment in which we pay attention to the mental and physical well-being of others as well as our own mental, physical and intellectual well-being is essential for us. Abuse of power, infringements and all forms of discrimination have no place with us. We therefore encourage everyone to report incidents of inappropriate behaviour.

Professionalism and Teamwork

Professionalism, in particular diligence and reliability, are fundamental for us. We take responsibility for our own actions and their impact on others. We respect the skills and competence of others and are aware of the coexistence of strengths and weaknesses. Teamwork, trust and mutual support are vital in this context. They are a requisite for us to be able to rely on each other.

Transparency and Open Communication

Transparency in our decisions and our communication is an essential element of our work. We therefore strive for appropriately coordinated processes. We maintain respectful communication by listening to each other with a positive mindset. Constructive criticism is appreciated. We talk to each other, not about each other.

Community and Sustainability

We are actively committed to cultural and social development in Vienna and beyond, which is why we promote collaboration with local and international artists and organisations.

Social, ecological and economic sustainability are important to us. We try to achieve this by being resource-efficient and by purposefully reusing and recycling existing natural materials and technological means. A final draft of the sustainability strategy (with a view to the UN Sustainable Development Goals) is planned for 2027.

II. OUR RED LINES

The following points describe behaviour that we do not tolerate when dealing with each other. Any conduct that is also prohibited by law may additionally be liable to consequences in employment and/or criminal law.

Discrimination

We do not tolerate any discriminatory behaviour that arises from deviations from social norms and that disadvantages or degrades persons. Discrimination on the grounds of ethnicity, skin colour, religion, beliefs, disability, age, sexual orientation, gender, gender identity, pregnancy and parenthood, social origins or other aspects will not go unnoticed and will not be tolerated. Discrimination occurs when a person is treated less favourably than another person in comparable situations because of one or more of the above criteria.

Violence and Infringements

We condemn all forms of cyber violence as well as economic, physical, psychological or sexualised violence or hate crimes. Acts that cross personal boundaries deliberately or accidentally and/or without explicit consent may constitute assault. In awareness of the individual nature of boundaries, the definition of a boundary falls to the person concerned, except where the law makes a different provision. Physical contact that does not seem required in the context of professional practice should generally be avoided. If the exercise of a profession requires physical contact, prior consent must first be obtained from the other person. Infringements are addressed as such and documented.

Bullying

We do not accept disdainful or degrading personal comments by individuals or a group that aim to systematically discredit or isolate others, exclude others in general or from a particular group or displace them from their position. This includes, for example, defamation, condescending public reprimands, abusive accusations, denial of information that is necessary for the exercise of the profession, the assignment of degrading tasks and unequal assessment of equivalent performance during meetings, at rehearsals or during events.

Sexual Harassment

Sexually harassing, invasive behaviour that impairs a person's dignity or physical, mental or intellectual integrity will not be tolerated. Offensive, suggestive remarks, jokes and gestures, undesirable physical contact, advances made with promises of advantages or threats of disadvantages, the display and dissemination of pornographic material or the exploitation of a relationship of dependence will not be tolerated.

Abuse of Power

We condemn actions from a position of power that aim to harm, harass or undermine others or to attain advantages for oneself or others. Such actions can be made directly or indirectly (e.g., by instruction of others), for example by threatening disadvantages, deliberately excluding others, degrading people, refusing contact and/or humiliating a person, exploiting the inviolability of a position of power, by verbal abuse, coercion, extortion, threats or silencing.

Health and Safety and a Duty of Care

The non-observance of managers' duty of care and occupational health and safety, the non-compliance with contractual agreements and the acceptance of behaviour that is harmful to health and safety will not be excused. The abuse of drugs, medication, alcohol and other legal or illegal psychotropic or narcotic substances has no place in the workday and reduces the inhibition threshold for inappropriate behaviour.

III. PROCEDURE IN CASE OF INAPPROPRIATE BEHAVIOUR

All staff and members of management are called upon to make sure that the Code of Conduct is adhered to and to take action when they observe inappropriate behaviour.

We ask external persons and partners to point out any wrongdoing and report misconduct. This is necessary for us to ensure a respectful and inclusive working environment.

Inappropriate behaviour should be raised without exception.

We suggest the following procedure:

- 1) If you observe inappropriate behaviour or experience it yourself, please address it directly with the person who is behaving inappropriately, if possible. Alternatively, contact another person you consider appropriate. Depending to the situation, this can be a trusted third party in the organisation or a person from one of the contact points listed below. Persons who point out and address wrongdoing will not experience reprisals. The incident will be reported to one of the internal contact points by you or your trusted third party. These contact points and your trusted third party are obliged to keep your report confidential. This confidentiality has limits where a matter has legal consequences (see item 3). Issues that are subject to employment law (e.g., sexual harassment pursuant to the Austrian Equality Act) must be reported to the general management by the contact points. The same naturally applies to issues that are liable to criminal punishment.
- 2) If the incident does not have to be reported to an external body, the internal contact point will initiate a conflict management process. This is accompanied by you or your trusted third party. For this process, you will be asked to provide a brief written description of the incident in your own words if you have not already done so. Depending on the type of incident, there will be further steps – in most cases a conversation. A written (but confidential) incident report will be filed in order to ensure transparency. The aim of conflict management is to find a solution that prevents future incidents and that ideally leads to a long-term change in the behaviour of the person who acted inappropriately. The Vienna Festival (Wiener Festwochen) reserves the right to refuse future collaboration with persons who violate the Code of Conduct.
- 3) The persons affected by the incident will in any case be informed of the further steps.

If a report is filed, the respective Vienna Festival (Wiener Festwochen) contact person (e.g., production manager) and general management will be involved. If the person in question is an employee, the staff council will also be involved. However, the number of persons involved is kept as small as possible in order to protect all concerned.

Contact Points

Anybody is suitable as a first point of contact, independently of the hierarchy or their role in the organisation. The following official contact points are available at the Vienna Festival (Wiener Festwochen) for advice and support:

- **Internal trusted third parties**

- In particular for cases of discrimination:
 - Equality officer: Eva Wolfesberger
- In particular in cases of a conflict of interest or violation of rules:
 - Compliance officers: Artemis Vakianis, Carmen Hornbostel

In addition, there are further contact persons for guests participating in the festival (e.g., the given production management) or additional temporary contact points particular to that production (e.g., awareness officer, child welfare officer for productions that involve underage actors).

- **External Trusted Third Parties**

- vera* Verein Vertrauensstelle gegen Machtmissbrauch, Belästigung und Gewalt in Kunst und Kultur [*Support point to tackle the abuse of power, harassment and violence in arts and culture*]
Gumpendorfer Straße 63B, 1060 Vienna
+43 1 39 39 900 (Consultation hours Tue and Thur, 10 am - 1 pm)
info@vertrauensstelle.at
<https://vera-vertrauensstelle.at/kontakt-kunst-kultur/#faq>
Free, confidential advice in German and English
- Gleichbehandlungsanwaltschaft (Zentrale für Wien) [*Central office for equality advocacy in Vienna*]
Leopold-Moses-Gasse 4/1/2, 1020 Vienna
0800 206 119 (Consultation hours and to report an incident: Mon to Thur, 9 am - 3 pm, Fri, 9 am - 12 noon)
gaw@bka.gv.at
<https://www.gleichbehandlungsanwaltschaft.gv.at/>
Free, confidential advice in German and English
- Antidiskriminierungsstelle für LGBTIQ-Angelegenheiten [*Anti-discrimination office for LGBTIQ matters*]
Auerspergstraße 15, 1080 Vienna
+43 1 4000-81449
wast@post.wien.gv.at
<https://www.wien.gv.at/kontakte/wast/>
Free, confidential advice in German and English (by appointment only)
- Behindertenanwaltschaft [*Disability advocacy*]
Babenbergerstraße 5/4, 1010 Vienna
0800 80 80 16 (Hotline Mon to Fri, 9 am - 12 noon)
office@behindertenanwaltschaft.gv.at
<https://www.behindertenanwaltschaft.gv.at/startseite>
Free, confidential advice in German and English

WIENER FEST WOCHEN

All contact points listed above are obliged to confidentiality and will only act if it is expressly requested, **unless the law prescribes otherwise.**