



Procedures for reporting misconduct, during a workshop or the mentoring-program organized by The Alliance of Actors and Dancers

The alliance of Actors and Dancers is a member of the Association of [Norwegian Theatre and Orchestra](#), whom we share a common [code of ethics for preventing harassment](#). If there is need to report misconduct, we advise to read and follow our procedures of how to report.

How to report misconduct.

Participants whom become aware or experience misconduct, such as critique-worthy behavior or circumstances worthy of critical concern, during workshops or part of the mentoring-program organized by The Alliance of Actors and Dancers, are encouraged to report this.

What does it mean to report?

To [report](#) misconduct, is to contact the responsible administration of the organization, in this case The Alliance of Actors and Dancers, and inform about any kind of information or activity that is deemed illegal and [unethical](#) - such as sexual harassment, misconduct (inappropriate behavior or activities).

The rights are is founded in Norwegian law; [Working Environment Act](#), (Chapter 2.a).

Why reporting is encouraged.

When the organization is informed about misconduct worthy of critical concern, the Alliance of Actors and Dancers have the possibility to engage the situation.

This practice aids to secure and reduce further activity that is deemed illegal and unethical, which serves directly as company policy and our Code of Ethics.

Reporting helps to create workplaces in which participants feel comfortable voicing concerns without fear of retaliation. This helps to foster a climate where workshop participants or participants of the

mentoring-program, are more likely to report or seek guidance regarding potential or actual misconduct.

Your information can help the organization achieve these goals.

Who can report?

Anyone taking part in activities initiated and organized by The Alliance of Actors and Dancers can report.

To whom do you report?

You can report directly to the Alliance's CEO. In addition, you can report to the organizations representative or to the Health and Safety representative ([Verneombudet](#)).

If misconduct involves the Alliance's CEO, you should contact and alert Alliance's chairman of the Board.

Please note that you are within your rights to contact and report directly to official authorities, but it is advised to first report internally as the organization has facilitated.

How to report?

Reporting can be done verbally or in writing, either by sending an e-mail, regular mail, by calling, by scheduling an appointment or by meeting up at the office.

Reporting can be done anonymous, but we encourage the person reporting to stay identified, as this will help the organizations to examining and resolve the matter thoroughly, with best possible outcome and result.

How do we follow up on the report?

The person whom receives the report, is expected to follow up the assertion thoroughly. It is expected that all misconduct, is to be dealt with as soon as possible.

As long as The Alliance of Actors and Dancers is aware of whom has reported the case, the person will be informed on how the case is being dealt with.

As far as circumstances allow, you will also be informed about the outcome of the case.

If the case concludes there has not been found any misconduct after the investigation, you are also entitled to this information.

Reports concerning misconduct involving the identification of the involved parties, will be treated accordingly to the laws of [Personal Data Act](#).

Safety of the one reporting

The one whom is reporting a misconduct, is protected against retaliation. Retaliation could be warnings, harassment as such.

If you by any chance should experience retaliation, you are to immediately contact the chairman of the organizations Board, whom will follow up on the situation urgently.

How to report at your workplace.

If you experience misconduct, you should follow the guidelines on how to report at the workplace. You can also contact and report to the union where you are a member.

Guidelines on work ethics concerning sexual-harassment in film, - movie and in the performing arts marked, are available in Norwegian [here](#).

[Code of Ethics for Preventing Harassment.](#)