

# ETHICS POLICY

The policy affects all who participate in the theatre's activities, i.e. all permanent, temporary and freelance workers within Malmö Operä, and also persons on artistic assignments.



*An ethics policy is based on morality and ethics, i.e. it tells us what actions are considered correct and what we should strive to achieve or avoid in different situations.*

*Malmö Opera's ethics policy describes our approach, how we behave towards each other, the audience and the outside world. It is intended to provide guidance in real situations by describing the procedures that apply when handling possible incidents.*

# INTRODUCTION

Malmö Opera continuously acquires many new employees, contacts and engagements. This provides a positive impact on our work processes, the final outcome on the stage and on the audience. While we are committed to maintaining a strong focus on the creative process and the artistic result, we place the greatest importance on the accompanying responsibility to act in an ethically responsible manner.

In the Discrimination Act, chapter 3, Article 6, the law stipulates that the employer shall prevent and hinder any employee from being subjected to harassment or discrimination associated with gender, transgender identity or expression, ethnicity, religion or other beliefs, disability, sexual orientation or age. The regulations that apply to the working environment (AFS 1993:17) on victimization in the workplace stipulate similar requirements for employers. A fundamental part of Malmö Opera's personnel policy is to prevent and hinder employees in our theatre being subjected to unwelcome offensive acts.

## Definitions of discrimination

Anything you perceive as unjust may not be discrimination in the legal sense. Discrimination under the law may be if you feel mistreated according to the grounds mentioned in paragraph 2 above.

### Harassment

Harassment may be described as an act that violates someone's dignity and that relates to one or more of the seven grounds for discrimination. It can be comments, gestures or excluding.

### Sexual harassment

Sexual harassment may be described as unwelcome sexual behaviour, which is perceived as humiliating to you and your integrity in the workplace.

## **Other discrimination**

Other discriminatory acts may include harassment that can be described as insulting and hurtful, which are perceived as humiliating to you and your integrity in the workplace.

People's sensitivity varies. Behaviour that one person shrugs his/hers shoulders at, may be deeply offensive to another person and make the workplace an unsafe place. A person who feels harassed or insulted has the right to have their complaint investigated by their employer.

## **Reprisals**

Reprisals means that the employer takes illicit punishment measures for the employee who reported discrimination or any other act contrary to the law.

### **Example:**

- Unwelcome suggestions or demands for sexual favours
- Unwelcome sexual contact, jokes, looks, images, gestures, etc
- Derisive generalizations of female/male characteristics
- Disparagement of efforts or withholding of information
- Discrimination through defamation or malicious rumours
- Discrimination on the basis of ethnic or sexual orientation

# **OUR POLICY**

All employees are equally important for the overall process, and collaboration within Malmö Opera will be characterized by consideration, trust and respect.

We must jointly promote the same attitude towards women and men. Any form of discrimination, sexual harassment or harassment related to gender, gender identity or expression, ethnicity, religion or other belief, disability, sexual orientation, age or other degrading treatment

is unacceptable within our workplace. Protection against reprisals applies in accordance with the Discrimination Act, chapter 2, Article 18, for the person who has reported discrimination.

The Ethics Policy provides the basis for a common approach to ethical questions for all of Malmö Opera permanent and freelance workers, as well as people on assignment in the theatre. The objective of a clear policy on how we behave towards each other, the audience and the operating environment is to create a healthy and safe working environment.

## **Ethical guidelines**

### **We treat each other with respect**

We treat each other with mutual respect, trust and compassion.

We speak with each other and not about each other, we listen to each other and we are open and honest with each other.

### **We work actively against discrimination and bullying**

Our culture encourages equality and diversity and we do not accept any form of discrimination, harassment, bullying or any other form of physical or verbal abuse.

### **We are good ambassadors**

In accordance with our policy on social media, we expect that Malmö Opera's employees to ensure that personal opinions and comments made privately or on social media are not perceived as being the sentiments of Malmö Opera. We do not speak offensively to individuals or groups in society and we behave, in all contexts, as good representatives of Malmö Opera.

# COMPLIANCE AND MONITORING

## Prevention

Our plan for diversity and equality ensures that we work actively and systematically on ethical issues. The work emphasizes the inclusion of recurring employee surveys and the preparation and evaluation of the action plan and active actions. During the seasons, evaluations are conducted on each production, resulting in a number of identified improvement requirements.

## Responsibilities

Everyone covered by our policies and guidelines is responsible for ensuring that the part of the unit they work in complies with this policy and its guidelines.

### **The manager's responsibility:**

- is to ensure that the policy is known and complied with within their area of responsibility.

### **The production department's responsibility:**

- is to ensure that freelance workers and people on artistic assignment are informed of the policy.

### **The individual's responsibility:**

- is to familiarise themselves with the Ethics Policy and to apply it to their daily work,
- is to express their disapproval of behaviour/speak up (or with the help of someone else).

### **Colleagues' responsibility:**

- is not to accept or participate in any form of harassment.

### **The HR department's responsibility:**

- is to ensure that received reports are investigated and action proposals are implemented, and that the victim(s) is/are immediately offered help and support.
- is to ensure that our policies and plans are complied with and revised when necessary.

### **The employer's and employee's legal consequences**

With reference to the Discrimination Act, chapter 2., Article 3, the employer is obliged to investigate and act. The Equality Ombudsman supervises compliance with this Act and may impose a penalty on employers who do not fulfil their obligations.

The employer may take legal action against whoever exposes a worker to harassment or victimization. This may ultimately lead to dismissal.

The HR department can, if necessary, provide further information on the legal consequences that apply to both the employer and the employee.

## **PROCEDURES IN THE EVENT OF INCIDENT**

The following paragraphs describe our procedures in the event of any form of harassment or discrimination (see definitions 2.1). It may involve individual employees or incidents that may be considered as a general workplace issues.

Points<sup>1</sup> and<sup>2</sup> relate to permanent employees and 3 to freelance employees or people on artistic assignment.

## **1. If you are subjected**

If you are subjected to any form of harassment, the following procedures apply:

- Notify a supervisor or HR manager. Your union representative, safety representative or someone from the equality group may, if you wish, support your case.
- When an incident has come to the employer's attention, the employer has an obligation to start an investigation. The victim's requests will be taken into consideration.
- The victim shall be offered immediate help and support by the employer.
- The incident must be investigated promptly and dealt with discretely by the Section Head/HR manager and, if necessary, the managing director.

## **2. If you have suspicions**

If you suspect that someone is being subjected to any form of harassment, the following procedures apply:

- Notify a manager, HR manager, safety representative or a member of the equality group. You can choose to remain anonymous if you want to draw attention to a problem. You can do this by requesting anonymity or by sending an anonymous letter.
- The investigation is conducted discretely by the employer.
- After the investigation, a draft measure is submitted to the managing director, who decides on the matter.

## **3. During the production**

If the incident occurs during a production process and involves a freelance employee or artistic assignment, the following procedures apply:

- notify the relevant producer, stage manager, line manager, safety representative, or HR manager.



- the investigation shall be conducted by the employer promptly and discretely.
- the victim shall be offered immediate help and support by the employer.
- the managing director is responsible for the investigation of, and decision on, the action.

## RELATED GOVERNING DOCUMENTS

- Diversity and Equality Plan
- Social Media Policy
- Alcohol and Drug Policy

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