



CODE OF CONDUCT



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INTRODUCTION

Exposed Arts Projects is the community interest company engaged in art education and research. Since the organisation's launch in 2018, it prides itself on its values of professionalism and independence. Everyone who acts on behalf of our organisation must maintain the highest standards of professional conduct and personal integrity, as their conduct may have consequences for the reputation both of our organisation and of the artistic/curatorial and research/academic professions more widely.

This Code of Conduct sets out the standards that we expect all our agents – members of staff, research residents, contractors and volunteers – to maintain.

OUR OBJECTS

The objects of Exposed Arts Projects are:

- I. to promote and support the research-based and interdisciplinary artistic and curatorial practices.
- II. to promote and support the interests of persons working as professionals within the artistic/curatorial/research profession.

PRINCIPLES OF PROFESSIONAL CONDUCT

In the context of the artistic/curatorial/research professions, the underlying principles of professional conduct are:

- a commitment to the achievement and maintenance of the highest artistic standards;
- a commitment to the achievement and maintenance of the highest levels of knowledge and expertise in relation to all professional activities;
- a commitment to continuing professional development;
- a commitment to honesty, respectfulness and integrity in all dealings with fellow professionals, Exposed Arts Projects' staff team and members of the public;
- an acceptance of the recognised standards of professional conduct as set out in the provisions of this Code of Conduct.

PROVISIONS APPLICABLE TO ALL AGENTS

VIRTUE

1. You must not engage in any conduct which could bring Exposed Arts Projects into disrepute or adversely affect the interests or reputation of Exposed Arts Projects.
2. You must support Exposed Arts Projects in its endeavours to promote the value of research-based and interdisciplinary arts, to serve the interests of the artistic/curatorial profession, and uphold the objects and aims of Exposed Arts Projects.
3. You must, at all times, act in accordance with the best interests of Exposed Arts Projects, and must not undermine its functioning.
4. You must not engage in dishonest, abusive or bullying behaviour either in relation to your peer's professional activities or in relation to their dealings.
5. You must, in the course of your professional activities, treat fellow professionals and members of the public with respect.
6. Unless speaking, having been duly briefed, in an official capacity on behalf of our organisation, you must make it clear that your opinion, whether made known publicly or privately, is personal and is not those of Exposed Arts Projects. If you have any comments, complaints, or matters of general concern in relation to the administration or governance of Exposed Arts Projects, you should refer these matters to the Director of Exposed Arts Projects, rather than express them publicly.
7. You must comply with the *Data Protection Act 1998* and must ensure that any use of personal data relating to Exposed Arts Projects' staff, volunteers or members of audience complies with the obligations under the *Data Protection Act 1998*. Failure to do so will be taken very seriously by Exposed Arts Projects and may constitute a disciplinary matter. You must not process personal data obtained from (or related to) Exposed Arts Projects' staff, volunteers or members of audience without the express authorisation of the organisation's Director.
8. You are required not to discriminate on the grounds of gender, disability, ethnicity, class, sexual orientation, age, religion or political belief.
9. You must comply with Exposed Arts Projects' *Safeguarding and Child Protection Policy and Code of Practice*.
10. You should not disclose confidential information except as required by law or by Exposed Arts Projects' *Safeguarding and Child Protection Policy and Code of Practice*.

COPYRIGHT

11. You must ensure that they are familiar with the laws of copyright and abide by them.

CRIMINAL OFFENCES AND INVESTIGATIONS

12. You must notify the Director promptly if:

- you are convicted or accept a caution in relation to a criminal offence
- you are charged with a criminal offence
- you are subject to an investigation (whether criminal or not) which could raise concerns in relation to the protection of children or vulnerable adults, or
- you are arrested for any offence that, if proved, could cause serious reputational damage to Exposed Arts Projects (for example sexual offences, assault, theft or drugs offences).



PROVISIONS APPLICABLE TO STAFF AND VOLUNTEERS

13. You should co-operate with other artistic/curatorial/research professionals in sharing expertise and encouraging professional development, and acknowledge sources where appropriate. You should make a constant effort to develop professionally and maintain the very highest standards in the field in which you are engaged.

14. You should, wherever possible, use written agreements in relation to your professional contracts, seeking to ensure that the terms are understood by all parties at the outset. You should carry out your contractual obligations to the best of their abilities.

15. You must always maintain suitable records of your tax and financial affairs and submit timely and accurate returns to HMRC where required to do so.

PROVISIONS APPLICABLE TO RESEARCH RESIDENTS AND COLLABORATORS

16. You should use an appropriate form of written contract (wherever possible) and sign *Exposed Arts Projects' Release of Liability*.

17. In the event of an unavoidable cancellation of your project or event, you should offer an alternative date, based on the original terms of the agreement, or, if appropriate, provide a suitable deputy.

FEES AND FUNDING

18. You were invited to join Exposed Arts Projects as a resident and collaborator. In this capacity you are not entitled to a fee from our organisation. While we are providing you with our space, equipment, administrative and marketing support free of charge, we unfortunately won't be able to either lead the search for additional funding or contribute any cash to your project's realisation costs.

19. You will get our administrative support and references in applying for your project's funding if needed.

PUBLICITY

20. Advertising should only relate to services offered. Publicity should not be dishonest or misleading. Sources should be quoted in abstracts of press notices.

INSURANCE

21. It will be your sole responsibility to arrange the appropriate insurance for any artworks left or exhibited in our space.

ALCOHOL

22. You are not allowed to drink or offer alcohol beverages to the public of Exposed Arts Projects during the opening hours and events.