Theatre and Dance Northern Ireland Member Consultation on

Creative Industries Independent Standards Authority (CIISA) Standards

Briefing Document

What is CIISA?

The Creative Industries Independent Standards Authority (CIISA) is a dedicated, independent authority established to combat bullying and harassment, including discriminatory behaviour, within the creative industries. CIISA aims to uphold and improve standards of behaviour across the sector by providing a safe space for individuals to report poor workplace behaviours without fear of repercussions. It will also offer support and guidance to ensure concerns are addressed and promotes a culture of dignity and respect in the workplace. CIISA is supported by various key organisations within the creative industries. More info on CIISA is available at https://ciisa.org.uk/

What is the purpose of the CIISA Consultation?

The purpose of the consultation is to gather input from industry colleagues on the draft 'Standards', published in December 2024 which outline the minimum standards of behaviour expected across the UK's creative industries to enable safe and inclusive working environments. This includes preventing and tackling all forms of bullying and harassment, including those of a discriminatory nature. The consultation aims to ensure that the standards have the endorsement and are informed by those who work in the industry, making it an important step in CIISA's operational activity.

What is your role in the CIISA Consultation as a member of Theatre and Dance Northern Ireland (TDNI)?

The Standards have been developed through extensive collaboration with key bodies in the film, television, theatre, and music sectors. Your role in the consultation is to review, carefully consider and provide input on the CIISA Standards, as your feedback will be crucial to ensure that the standards are relevant, relatable, and endorsed by those who work in the industry.

This input will help CIISA finalise and publish the standards in February 2025, ensuring they effectively promote safe and inclusive working environments across the creative industries. In the section that follows, the standards are set out along with helpful links and further information. On the 24th of January, TDNI will facilitate an online session which will provide an opportunity for you to feed-back your thoughts and views on the standards.

Introduction to the CIISA Standards

The CIISA Standards ('the Standards') are a set of expectations that set out the minimum standards of behaviour expected across the UK's creative industries to enable safe and inclusive working environments. This includes preventing and tackling of all forms of bullying and harassment, including bullying and harassment of a discriminatory nature.

The Standards provide a framework for a single, unified vision of professional standards of behaviour within the creative industries. They aim to illustrate what a safe and inclusive working environment, which treats people with dignity, looks like, and are scalable to any size of organisation,

production or project. The Standards set <u>minimum behaviour expectations</u> in the UK creative industries to ensure safe and inclusive working environments.

- These Standards aim to prevent and tackle all forms of bullying and harassment, including discriminatory behaviour.
- Developed by the CIISA Standards Advisory Committee, the Standards involved collaboration with individuals and organisations across the creative industries.
- CIISA will use the Standards to benchmark industry practices, provide guidance, and support individuals and organisations in meeting these expectations.
- Individuals can use the Standards to understand acceptable behaviour and report concerns to CIISA without fear of repercussions.
- Organisations can align their policies with the Standards to promote a thriving work culture and ensure compliance with expected behaviours.

What are the Standards?

The standards are a set of expectations that outline the minimum standards of behaviour expected across the UK's creative industries to enable safe and inclusive working environments. They focus on preventing and tackling all forms of bullying and harassment, including those of a discriminatory nature. The standards provide a framework for professional behaviour within the creative industries and are scalable to any size of organisation, production, or project.

The CIISA Standards centre on four key areas:

1. **Safe Working Environments**:
    o Ensuring individuals know what a safe working environment looks like and act accordingly.
    o Senior leaders and managers set a culture where the welfare of the workforce is protected and respected.
2. **Inclusive Working Environments**:
    o Ensuring individuals understand what constitutes discrimination and act to prevent it.
    o Senior leaders and managers promote a culture of inclusivity, treating people fairly and valuing differences.
3. **Open & Accountable Reporting Mechanisms**:
    o Ensuring individuals know they have the right to report harmful behaviour and understand the procedures for doing so.
    o Senior leaders and managers foster a culture where concerns can be raised safely and are addressed appropriately.
4. **Responsive Learning Culture**:
    o Enabling individuals to provide and receive feedback on harmful behaviour and contribute to positive change.
    o Senior leaders and managers embed a culture of continuous improvement and learning from concerns raised.

How will the creative industries workforce will feel when the Standards are used in practice?
When the CIISA Standards are used in practice, the creative industries workforce will feel:

- **Knowing the Standards**: They will have a clear understanding of what the Standards cover, what they should expect to see and experience, and the behaviour expected of them in their work and work-related environments.
- **Recognising a Breach**: They will know what a breach of the Standards looks like.
- **Considering Next Steps**: They will know where to go to raise a concern, whether related to a current or previous role, on their own behalf or on behalf of someone else, and feel safe to speak up, knowing their concern will be taken seriously and they won't be stigmatised for doing so.
- **Raising a Concern**: They will feel that the process of raising a concern is easily accessible.
- **Staying Informed**: They will feel listened to and that their concerns are being handled by individuals empowered to resolve them.
- **Fair Outcomes**: They will feel that raising a concern resulted in an outcome reached in a fair manner and appropriate action was taken.
- **Reflecting on Experience**: They will feel empowered to raise a concern in the future and would recommend others to do the same.
- **Being the Subject of a Concern**: If a concern is raised about their behaviour, they will know that they will be treated in a way that is fair and appropriate, with due process that protects their rights.

How will CIISA implement the Standards? *CIISA will implement the Standards through the following steps:*

1. **Benchmarking**: CIISA will use the Standards to benchmark how the creative industries are embedding safe and inclusive working environments against these expectations.
2. **Guidance Development**: CIISA will identify and produce industry-specific guidance based on the Standards. This guidance will outline advice, support, and good practices on how individuals, organisations, productions, and projects can meet the expectations set by the Standards in practice, tailored to the size and nature of their work.
3. **Reporting Mechanisms**: The creative industries workforce will be able to report concerns to CIISA related to potential breaches of the Standards. CIISA will support these individuals, organisations, productions, or projects with appropriate advice and signposting to resources to ensure their concerns are addressed.
4. **Support Services**: CIISA will look to introduce services aimed at resolving concerns where possible.
5. **Insights and Training**: From the reports received, CIISA will establish insights into the range of experiences across the creative industries. CIISA will then develop training and accreditation products to support professional development for individuals in areas relevant to the Standards.
6. **Continuous Improvement**: CIISA will continuously monitor and improve the implementation of the Standards based on feedback and evolving industry needs.

Guidance on Reviewing the Standards:

CIISA seeks feedback from the sector to refine the Standards. They are welcoming input on the draft Standards to ensure they are relevant, relatable, and effective in promoting safe and inclusive working environments. Specifically, CIISA wants:

1. **Relevance and Relatability**: Feedback on whether the Standards are applicable and relatable to various roles and situations within the creative industries.
2. **Practicality**: Suggestions on how the Standards can be practically implemented across different sizes and types of organisations, productions, and projects.
3. **Comprehensiveness**: Input on any areas that may have been overlooked or need further detail to ensure the Standards cover all necessary aspects of professional behaviour and safe working environments.
4. **Effectiveness**: Insights on how the Standards can effectively prevent and tackle bullying, harassment, and discrimination, and promote inclusivity and accountability.

This feedback will help CIISA to refine and finalise the Standards, making them robust and widely accepted across the creative industries. We encourage you to attend the online session to share your thoughts with us on the <u>24th January at 2:30 p.m</u>.

If you cannot attend the session and wish to submit your input, please send them to <u>communications@theatreanddanceni.org</u> in advance of the 24th January.

TDNI will submit a response to 'the Standards' consultation following the online session.

<u>Meeting Link:</u>

Will be provided on RSVP, please email communications@theatreanddanceni.org

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Appendix 1 - Definitions of Harmful Behaviours:

1. **Bullying**:
    o **Definition**: Unwanted behaviour from a person or group that is offensive, intimidating, malicious, or insulting, or an abuse or misuse of power that undermines, humiliates, or causes physical or emotional harm to someone.
    o **Examples**: Constantly criticizing someone's work, spreading malicious rumours, excluding someone from team events.
    o **Link**: Acas - Bullying at Work
2. **Gaslighting**:
    o **Definition**: A manipulative power-game with deliberate intent to control an individual or situation, causing the victim to second-guess their decisions and question their sanity.
    o **Examples**: Drip-feeding information, moving goal-posts, refusal to follow policies unless it suits the business.
    o **Link**: National Bullying Helpline - Gaslighting
3. **Harassment**:
    o **Definition**: Unwanted behaviour related to protected characteristics (age, disability, gender reassignment, race, religion or belief, sex, sexual orientation) that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.
    o **Examples**: Serious one-off incidents, repeated behaviour, spoken or written words, gestures, jokes, pranks.
    o **Link**: Acas - Harassment
4. **Sexual Harassment**:

- o **Definition**: Unwanted behaviour of a sexual nature that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.
- o **Link**: Acas - Sexual Harassment

5. **Discrimination**:
- o **Definition**: Treating someone less favourably because of a protected characteristic, or putting rules in place that disadvantage someone with a protected characteristic.
- o **Link**: Gov.uk - Discrimination

6. **Victimisation**:
- o **Definition**: Treating someone unfairly because they have complained about discrimination or harassment, or supported someone else's claim.
- o **Link**: Equality Commission for Northern Ireland – Legislation

7. **Microaggression**:
- o **Definition**: Small comments, questions, or behaviours that are inappropriate or can cause offense, sometimes without the person realizing it.
- o **Examples**: Telling someone how good their English is, saying their name is too hard to pronounce.
- o **Link**: Acas - Race Discrimination

Appendix 2 – Safe to Create (a similar model to CIISA on the island of Ireland):

The Safe to Create programme is a new initiative funded by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media (ROI), launched in October 2022 by Minister Catherine Martin, following the recommendations outlined in the 'Speak Up: A Call for Change' report. Safe to Create is a comprehensive programme that seeks to create a safer, more respectful, and supportive environment for everyone working in the Irish arts and creative sectors. It aims to achieve this by providing education, resources, and support systems to prevent and address harmful behaviours in the workplace.   You   can   find   more   information   on   the   Safe   to   Create   website: https://www.safetocreate.ie/

Key Objectives and Features:

- • **Transforming Workplace Culture**: The programme aims to address harmful behaviours such as bullying, harassment, and sexual harassment by promoting a culture of respect and dignity.

- • **Providing Support:** It offers various resources and support systems for individuals and organizations in the arts sector, including:
  - o Information and Training: Resources, toolkits, and training programmes on 'Dignity at Work' rights and responsibilities.
  - o Wellbeing and Support Service: Access to counselling, legal advice, and a 24-hour trauma helpline for victims of harmful behaviours.
  - o Safe to Create Code of Behaviour: A code of conduct that organizations are expected to adopt, committing to a zero-tolerance approach to harmful behaviours.

- • **Collaboration:** The programme is a collaborative effort coordinated by the Irish Theatre Institute (ITI) in partnership with the Arts Council of Ireland, Screen Ireland, and Minding Creative Minds.

- **Anonymous Reporting Tool**: Inform to Transform, previously known as Report + Support, is a crucial component of the Safe to Create programme. It's an anonymous online tool designed to gather information about incidents of bullying, harassment, and sexual harassment within the arts and creative sectors. Its key features and purpose are:

  o Anonymous Reporting: Individuals who have experienced or witnessed harmful behaviours can use the tool to report these incidents without revealing their identity or any personal information. This anonymity encourages people to come forward and share their experiences without fear of reprisal.

  o Information Gathering: The primary goal of Inform to Transform is to collect data on the prevalence and nature of harmful behaviours in the sector. This data is then analysed to:
    - Provide up-to-date insights into the current state of workplace culture.
    - Identify specific areas of concern.
    - Inform the development and delivery of targeted supports and resources within the Safe to Create programme.

  o Driving Change: By providing valuable data and insights, Inform to Transform plays a vital role in driving positive change within the arts and creative sectors. The information gathered helps to shape strategies and initiatives aimed at preventing harmful behaviours and promoting a more respectful and inclusive work environment.

  o Important Note: It's crucial to understand that Inform to Transform is not a mechanism for individual case resolution. Safe to Create cannot take direct action on individual submissions. Instead, the aggregated data is used to inform broader systemic changes and improvements.

In essence, Inform to Transform acts as a valuable tool for understanding the scope of the problem and informing the development of effective solutions within the Safe to Create programme. It empowers individuals to contribute to positive change by anonymously sharing their experiences and helping to create a safer and more supportive environment for everyone in the arts and creative sectors.

You can access the Inform to Transform tool here: https://informtotransform.safetocreate.ie/report