

Behavior Policy at The Animation Workshop

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At The Animation Workshop (TAW) we are a community of diverse people, all with different roles, nationalities and ages. We work and learn together in a close setting very much centered around something we are passionate about. This requires a common understanding of how we act and behave to maintain an inspiring, emotional and intellectually enriching, and safe learning environment for all.

It is essential for TAW to have a healthy, safe and secure work and study environment, where everybody is treated with respect and dignity.

The behavior policy is applicable for everybody, who works and studies at TAW, i.e. students, course participants, employees, external teachers and consultants. It applies on TAW's premises – also online platforms we use, business travels and study trips, at social events etc. both during and after working hours.

The basis for the policy is that at TAW we do not tolerate boundary violating/ transgressive behavior.

Transgressive behavior is defined as any kind of abusive, offensive, disrespectful, inappropriate or humiliating behavior committed against another person. It can be discrimination, bullying, harassment, violence, threats or other transgressive behavior, which violate and humiliate another person. It can, for example, be unwelcome sexual advances, demands of sexual acts, sexually charged or vulgar comments or gestures and any unwelcome touch or other physical contact. However, transgressive behavior can occur in many forms and take place openly or hidden, between two people or in groups, in physical or psychological form, verbally or digitally. It can occur in both formal and informal power structures; between employees, among students or between employees and students.

Everyone is responsible for their own actions, language and behavior. When working or studying at TAW, you are therefore obliged to comply with the following guidelines:

- **Avoid transgressive behavior of any kind.**
- **Treat everybody - regardless of gender identity or status - with respect.**
- **We are all responsible for creating and maintaining a positive and inclusive work and study environment where we show mutual respect for each other;**
We all have different perspectives and backgrounds. Because it does not bother you does not mean that it does not bother others. Be aware of how your words and actions affect other people. TAW will always listen to the offended party's experience of the situation as the starting point and will undertake to investigate the situation thoroughly and draw the necessary consequences.
- **Talk to your fellow students / colleagues / employees at TAW and be open to letting your fellow students / colleagues / employees at TAW communicate with you.** Open communication is the key to a respectful and well-functioning study environment and workplace. Pay attention to non-verbal signs that can make it clear when you have crossed a boundary. If someone asks you to stop your behavior, stop immediately without asking questions.
- **Object if you experience a boundary violating/transgressive act.** If you can and if it feels ok, tell the person who acts transgressive that his, her or their behavior is not welcome. Demand that they stop the behavior. If you do not think you can object to a person's

behavior, please contact your coordinator, The Educational- or Department leaders, The Head of TAW or see other options in VIA's guidelines (link underneath)

- **If you are witnessing a boundary violating/transgressive act, then speak up!** If you see or hear about abusive behavior, then take responsibility: Offer support, intervene if you can. Furthermore, you are encouraged to report the matter to the heads of educations, the head of TAW. If you are a student and want an external contact you can reach out to Studenterrådgivningen <https://srg.dk/english/> If you are an employee and want an external contact you can reach out to the hotline from Arbejdstilsynet: <https://at.dk/arbejdsmiljoe problemer/psykisk-arbejdsmiljoe/kraenkende-handlinger/forebyggelse-og-haandtering/>
- **When in doubt: Please ask!** If you do not know if your behavior, language, or other actions are or will be unwelcome, please ask the person(s) in question.

TAW consider any kind of boundary violating or offensive behavior to be unacceptable, whether the behavior is intentional or not.

It is also a form of harassment to knowingly file a false or malicious complaint of harassment, and such false or malicious complaint is considered a violation of the TAW Behavior Policy and will be pursued using the steps followed for a complaint of harassment.

Harassment does not include film, literary, musical, or artistic expressions or materials that are relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or TAW's educational mission – however it is strongly recommended that before showing or sharing material that might contain elements that might be seen as offensive the context and purpose should be made very clear to students, course participants and/or other persons that are exposed to the content.

TAW are following the overall guidelines from VIA University College:

https://studienet.via.dk/sites/via/viborg_en/studentenvironment/Pages/code-unacceptable-behaviour.aspx

Actions contrary to the TAW behavior policy may, based on an assessment of the specific circumstances, lead to consequences defined in the VIA guidelines in the links above.

TAW will maintain the confidentiality of the complaint to the greatest extent possible, consistent with the goals of conducting a thorough and complete investigation and effecting any appropriate remedial action.