

## **Code of Conduct**

This Workplace Code of Conduct (“Code”) establishes the principles and expectations for professional conduct and ethical behaviour for all self-employed tutors and models of the Royal Drawing School (RDS). By adhering to this Code, we foster a positive, inclusive, and respectful work environment that aligns with our values and organisational objectives.

This Code applies to all self-employed tutors and models, regardless of their position or location when they are employed by the School.

Contractors and temporary staff are also expected to adhere to this Code while working for or on behalf of the School.

### **Our Code of Conduct**

Self-employed tutors and models are expected to conduct themselves in a professional manner at all times. This includes punctuality, reliability, and commitment to delivering high-quality work.

We value diversity and are committed to fostering an inclusive environment where all feel valued and respected.

### **Harassment, Bullying and Discrimination**

The Royal Drawing School has a “zero tolerance” policy and will investigate any allegations of bullying, harassment or discrimination. The School will provide and sustain a safe working environment in which everyone is treated fairly and with respect. Those working or dealing with the School must not encounter harassment, intimidation or victimisation on the basis of any protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation or any other personal characteristic.

Everyone carries a personal responsibility for their own behaviour and for ensuring that their conduct is in accordance with the principles set out in this code of conduct and law. In addition, each person has a responsibility to report any instance of bullying or harassment which they witness, or which comes to their attention.

Self-employed tutors and models must act with integrity and uphold the highest ethical standards in all professional interactions whilst working at the School.

### **Preventing Sexual Harassment in the Workplace**

The Royal Drawing School is committed to preventing harassment, discrimination and victimisation at work. Sexual harassment will not be tolerated. Complaints will be taken seriously and not ignored, regardless of role or status.

Sexual harassment is unlawful under the Equality Act 2010 (‘the Act’). It is also unlawful to treat someone less favourably because they have either submitted a complaint of sexual harassment or have rejected such behaviour. The Act defines sexual harassment as unwanted

conduct of a sexual nature that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Conduct 'of a sexual nature' includes a wide range of behaviour, such as:

- Suggestive looks, staring or leering
- Propositions and sexual advances
- Intrusive questions about a person's private or sex life or a person discussing their own sex life
- Sexual posts or contact on social media
- Sending sexually explicit emails, images or text messages
- Unwelcome touching, hugging, massaging or kissing
- Unwanted sexual advances, propositions, or demands for sexual favours.
- Inappropriate comments about a person's body, appearance, or sexual orientation.
- Offensive jokes, slurs, or derogatory remarks about someone's gender or sexual orientation.
- Making lewd gestures or staring in a suggestive manner.
- Displaying or sharing vulgar materials, including pornography.
- Spreading sexual rumours or gossip about a person.
- Engaging in suggestive or inappropriate conversations or sharing sexual content without consent.

The School has a formal Preventing Sexual Harassment in the Workplace Policy, which applies to all staff, self-employed tutors and model, students and contractors. If would like a copy of this policy please contact Jeeti Singh.

If you see anything that you believe is an act of sexual harassment towards anyone in the School, please report this immediately to Jeeti Singh or programme leads.

### Dress Code

Self-employed tutors and models are expected to dress in a manner that is appropriate for their role and the work environment. Models are required to be fully dressed during breaks and when travelling between studios & around the building.

We must stress that, while we encourage individuality, clothing and other attire must not be distracting to others. Clothes that are revealing or sexualised or that feature a slogan or motto or display unsavoury language or political ideology may make others feel uncomfortable, discriminated against, marginalised, bullied, harassed or victimised.

We welcome and respect people of all faiths and ethnic backgrounds. If there is anything within our dress code policy that does not fall in line with your beliefs or culture, please do let us know.

### Health and Safety

Self-employed tutors and models must comply with all health and safety regulations and report any hazards or unsafe conditions. A commitment to maintaining a safe and healthy work environment is the responsibility of everyone.

Those engaged in studio, print room and or installation activities should wear practical clothing that allows freedom of movement and may be exposed to paint and other materials. Closed-toe shoes must be worn and loose clothing or accessories, are a potential safety risk, and should be avoided. Personal Protective Equipment (PPE) such as aprons, gloves, goggles, or high-visibility vests must be worn in designated areas as required by health and safety protocols.

Risk Assessments are done for each course whether studio-based or out of house. Please speak to a member of staff if you have any questions pertaining to specifics.

### Social Media

Social media should be used responsibly and in accordance with School policies. If it comes to light that any self-employed tutor or model makes misleading or derogatory remarks on social media pertaining to the School, we reserve the right to terminate their agreement and remove them from our self-employed tutor and model list.

Please do not share your personal details with students whilst they are studying at the School, if you need to send a message to a student or class, please go via the Public Programme office by emailing [admin@royaldrawingschool.org](mailto:admin@royaldrawingschool.org) or for Young Artists courses please contact [youngartists@royaldrawingschool.org](mailto:youngartists@royaldrawingschool.org). Confidential student information must also not be shared online or through social media platforms.

### Safeguarding Vulnerable Adults and Children

Safeguarding is the responsibility to protect children and adults at risk from abuse, neglect, and harm. It involves taking action to promote their welfare and to prevent harm from occurring, including harm that may arise through the actions or inaction of others. The School is committed to working in partnership with relevant statutory agencies, carers, parents or guardians, and other professionals to identify individuals at risk and to put appropriate measures in place to reduce risk and support their safety and wellbeing.

#### **Adults**

The School encounters a small number of adults on their public programmes and academic courses who fall into the 'vulnerable adult' category. In the event that you feel that a member of the School's community might be at risk, or you feel there is an allegation or suspicion of abuse to a vulnerable adult on one of our courses, please report it to Jeeti Singh or programme leads immediately.

#### **Children**

The Royal Drawing School is committed to keeping children taking part in its activities safe from harm in compliance with the Children Act, 1989 / 2004 and the statutory guidance in Keeping Children Safe in Education, 2015.

If a child discloses information to a self-employed tutor or model that they have been harmed, please notify Rebecca Casey and Elizabeth Jacques immediately.

By adhering to this Code, self-employed tutor and models contribute to the success and reputation of RDS. Failure to comply with this Code may result in disciplinary action, up to and including termination of employment.

In order to apply a fair and consistent approach, the School has procedures that are followed in any disciplinary situation. The stages of our disciplinary procedure are to investigate any claims being made, including speaking to all parties involved, a disciplinary meeting with the self-employed tutor or model and follow-up regarding the outcome of the meetings. The initial investigations may be led by Heads or Directors of programmes, then escalated to the Director or Board of Trustees.

Self-employed tutors and models are encouraged to report any unethical behaviour or violations of this Code to Jeeti Singh or programme leads. The School is wholly committed to protecting the anonymity and safety of those who report misconduct.

Self-employed tutors and models are encouraged to seek assistance from the Public Programme Team if they feel they need any further guidance on this Code.