



Code of Conduct - Commissioned Artists

Respect

I am a key part in making anam creative a safe space for myself and others. I help make anam safe by respecting the space, the core team and other commissioned artists. As a commissioned artist I deserve to be welcomed and treated equally to everyone else. I extend this treatment to those I work with. I know there are many ways to express frustration and a difference in opinion, but none of these expressions should make others feel unsafe.

Share

When I take part in a project, I share my work knowing I will be celebrated. I deserve to talk without interruption or ridicule just like everyone else. I know that everyone shares their ideas and emotions differently. I will share my ideas in my own way. I will remember when expressing myself that there are receivers of my words and actions, and treat them as I would like to be treated.

Learn

When others are presenting or sharing I will actively listen. I appreciate that there will be moments during my time on this project where I will be challenged. This could be by learning new skills, meeting new people or working to briefs with set deadlines and requirements. This may make me uncomfortable but I know that this is part of learning and being a commissioned artist for an anam creative project.

Feedback

As a commissioned artist on one of anam creative's projects I am invited to offer feedback. That might be suggesting alternative methods of project delivery, requesting more flexible working hours due to personal circumstances or requesting additional support for my access needs. My perspective is valued. When offering feedback I will contact one of the core team directly via their individual or collective work email.



Code of Conduct - Facilitators

Respect

I am a key part in making anam creative a safe space for myself and others. I help make anam safe by respecting the space, my colleagues and everyone we work with. I deserve to be welcomed and treated well and those I work with deserve the same.

Support

I am deserving of a fair wage and support as a member of anam creative. I will make use of the support offered to enable me to be present in my role. I understand that my personal identity, needs and circumstances should in no way limit my opportunities or experience with anam creative. I am aware of the steps to take if I feel that I am being treated unfairly.

Learn

I commit to releasing any prejudices I may have of other's cultures, religions, gender identity and needs. I will listen to those around me to understand the individual needs of the people I work with at anam creative. I understand that I am able to share my thoughts and feelings about my own identity in order to help others learn.

Grow

I can accept that mistakes are a part of growing and I extend this compassion to team members, commissioned artists and myself. I understand that I can communicate my creative and career goals with my team members, knowing the relevant opportunities will be offered to me when available. My identity is a key contribution to the making of anam creative. Knowing this I choose collaboration over competition.

Feedback

As a member of the anam creative collective I am invited to challenge the way we do things. That might be suggesting alternative methods of project delivery or requesting more flexible working hours due to personal circumstances.



Complaints Procedure Policy

Who can make a complaint?

Any person who works, or is commissioned by anam creative, anyone who has attend one of our events or anyone who has come across anam online can make a complaint

How should complaints be made?

Complaints can be made in writing by sending a complaint to anamcreativeproject@gmail.com by speaking to one of the directors directly.

Stages of the Complaints Procedure

If there is an issue, we will have 3 Progress meetings:

1. Meeting 1: "What's going on?" Mediated by an external board member
2. Meeting 2: "Options to fix problem" Mediated by an external board member
3. Meeting 3: "Final review - can the problem be resolved?" Mediated by an external board member



Fair Work Statement

anam creative is committed to creating a professional environment where Fair Work is at the core. We want to ensure that we are an organisation whose core team, commissioned artists and collaborators feel heard, valued, and have the opportunity to develop alongside our enterprise.

anam creative's Fair Work statement has been written in accordance to the Scottish Government's Fair Work First Guidance.

Effective Voice

We believe in offering those we work with the means of having their voices heard within anam. Through feedback sheets, weekly reflection sessions in all of our funded projects and in person or zoom meetings we promote constructive criticism and feedback. We believe that those who work will have unique and valid insights into how anam runs and should have the chance to voice their opinions.

Fulfilment

We support fulfilment through an open work environment that encourages skill sharing and opportunities to learn through activity. Our funded collaborative projects offer paid time to develop artistic practices while experiencing new methods of working through collaboration.

anam creative fosters this aspect of fair work through several means, including granting autonomy, providing opportunities for problem-solving and making a positive impact. We prioritise investments in learning, personal development, and career advancement. Our commitment involves setting realistic and attainable performance expectations that do not compromise well-being. Moreover, we maintain clear and transparent criteria for career progression and offer ample chances for personal growth.

Opportunity

We are committed to offering fairly paid opportunities to as wide a network of artists and musicians as possible. All of our application processes are informal and can be filled out in writing or by submitting a video cover letter and CV. By using a point system that outlines the main characteristics we are looking for in an applicant, we ensure our recruitment process is objective and fair. Our approach to anam creative as a collective allows those we have commissioned the opportunity to run their own projects through anam creating more avenues for more professional development.

Respect

anam creative believes that those we work with deserve to work in an environment that is free from bullying, harassment, discrimination and victimisation. We have policies which outline our commitment to offering a safe and open work environment which promotes respect and support.

Security

anam creative pays everyone involved in our organisation with the rates set by the Scottish Artists Union. Our core team and those we commission are on freelance contracts which allows for flexible working hours and we do not use zero hour contracts or fire and rehire practices.

Recruitment Policy

Designing the opportunity

When designing a new opportunity we will consider the following;

- Is the opportunity flexible? Can we offer work from home, flexible hours and days
- Is it accessible? Can we offer different methods of working, can we change the role throughout to meet changing needs.

Creating the opportunity post (social media and website)

When creating the opportunity post for a new opportunity we will consider the following:

- Is the name of the opportunity simple to understand, is it representative of what the artist will do?
- The language in the post: is it simple to understand, does it sound inviting?
- Do we need to see a CV or is it enough to ask the applicant to send a short list of relevant experience? Do we need a formal cover letter or is a paragraph long statement of interest enough?
- Can we offer a written and an audio version of the opportunity, can we offer different formats, can we be flexible with how someone might take in information and support them with this?
- Is it clear that we are open to applications in different formats?
- Are we being flexible, is the deadline far enough in the future to give enough time?
- Are we offering a way for people to contact us for guidance and advice on the application process?

Advertising the Role

When advertising the opportunity we will consider the following:

- Are we advertising the role widely including through channels that are specifically accessed by groups not currently within our reach?
- Is our opportunity post clear? Are we representing the organisation correctly? Is the application deadline clear?

Decision Making & Feedback

When making decisions about commissioning someone we will consider the following:

- Have we stuck to our recruitment point system?
- Has everyone made unbiased, objective decisions?
- If one of the core team knows an applicant, will this affect their ability to work alongside them on a project?
- As a small organisation can we offer feedback to everyone or just those who ask?

Accountability

Recruitment is about finding the right person for the role and for the applicant to find the right role for themselves. This can mean that a panel chooses more subjectively than objectively. Moreover, we have to acknowledge that recruitment processes have been historically steeped in white supremacist thinking and all too often the same people (i.e. white middle and upper class people) are recruited for jobs out of principle. We want to do better and we have written this policy and will use the prompts within it to guide our team to make better and more equitable decisions. We have to open ourselves up to criticism and feedback to ensure that we do what we set out to do. If and when we make mistakes we will stop ourselves from being defensive and instead listen radically and use what we learn to instigate change and continuously challenge ourselves. Accountability is a journey with no end, we are forever learning and improving.



What We Pay

All of our core team, mentors, facilitators and commissioned artists are paid in line with the Scottish Artists Union rates. Anam's core team will keep up to date with the rates and increase our pay when necessary.