

Human Resource Policy Manual

Policies and Guidelines | Aagaaz Theatre Trust | 2022

The following document is a consolidated set of Aagaaz Theatre Trust's organisational policies that all team members and associates are bound by. These policies have been created to ensure that Aagaaz is a safe space for desk work, as well as performance practice. Given below is a hyperlinked list of separate Policies within this document, followed by an undertaking all members must duly sign and submit. Separate copies of the policies are available on request.

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Organizational Values and Code of Conduct

Aagaaz Theatre Trust

Aagaaz Theatre Trust is a registered Not for Profit under the Indian Trusts Act 1882 (registered in 2015) with registration under Section 12A and 80G under the Income Tax Act of India. Aagaaz is an arts-based organization dedicated to creating inclusive learning spaces that nurture curiosity and critical thought while creating safe spaces for dialogue, in an attempt to weave a more equitable urban fabric. Aagaaz Theatre Trust is a community of arts practitioners, theatre-makers, and facilitators.

At Aagaaz we believe that individuals associated with us have the right to a sustainable safe place to work and practice arts. The following document is an attempt to chart out our organizational values, and the best practices that will help all of us proactively create and maintain that safe space.



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Vision

Aagaaz is the Urdu word for 'beginnings'.

Operating at the grassroots level, we are a community of educators and arts practitioners, committed to examining and questioning 'what is', to inquire 'what could be'.

Aagaaz practices theatre and arts for social action to bridge gaps in learning, understanding the 'other', access, and dignity. We create spaces to engage with children and young adults across social and geographical boundaries, to discover ways of 'act-ing', with its dual meaning of performing on stage and taking action for self and society.



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Mission

Our mission is to foster communities to create collaborative and sustainable spaces of learning, through arts-based processes. We hold spaces through short intensive workshops, performances, and long-term community-based commitments to deepen engagement with the self, the other, and the world.

1 We engage with children and young adults across social and geographical boundaries through drama-based processes. Our theatre repertory creates and performs plays for cross-demographic audiences to initiate dialogue. And through fellowship programs, we train young educators of the community to empower individuals and collectives to weave a more equitable social fabric.

2 At Aagaaz, we scaffold the development of children and young people through multiple need-based processes. Access to education, health care, mental health support, language and computer skills, and livelihood opportunities are some of the areas we focus on in our long-term work.

3 We bring together communities from different walks of life to play together using theatre and arts and find ways to integrate them in their fields. We engage with educators of the collective to reimagine, design and widen the scope of pedagogical practices using arts in education.

4 Aagaaz reaches out to wider audiences to collectively approach complex and layered realities, to think critically, celebrate differences, express opinions and take risks to seek the right answers.

Values

1 Aagaaz at its core is feminist and democratic. We were created with the aim to find possibilities for ourselves, others and the world to create a just, dignified, diverse, and equitable society.

We believe in the resilience of people and work towards strengthening their voices as well as their ability to listen to others and to participate fully in navigating everyday life critically in our small and everyday actions, at work and in our personal lives.

During our work within the organization, this may be applicable in the involvement of all relevant participants towards decision making, actively creating and providing spaces for everyone to put forth their opinion, and reflecting on our action within the Aagaaz space, both professional and personal, and seeking co-participants guidance/help where required.

2 We believe that to foster a safe arts practice and community building, individuals and the organization need to be actively reflective of our personal biased behaviour, and we, therefore, operate in accordance with a strong organizational Non- Discrimination Policy. Aagaaz is an equal space, created by equal participants. We discourage participants from creating or facilitating a top-down or charitable approach of engagement. Prejudiced or intimidating behaviour toward any individual or community based on, but not limited to, their Class, Caste, Gender, Ethnicity, Religion, Socioeconomic background, Physical or Mental ability, Sexual Orientation, and/or Age is unacceptable at Aagaaz. The non-discrimination clause at Aagaaz also extends to discrimination against survivors of trauma (sexual or otherwise), and towards individuals that may have raised a complaint (formal or otherwise) with the Aagaaz ICC.

During our work within the organization, this may be measurable by whether all participants are treated equally and with respect. Derogatory language, tone, and mistreatment of individuals should and will be called out by co- participants. Regular reflective sessions will be conducted within and outside of practice, and in case a negative pattern is noticed in the behaviour of an individual towards others, or a pattern of collective negative behaviour towards an individual, a collective reflective conversation should and will be taken up.

3 As an organization working on reflective arts practice, we believe in the capacity or reformative action instead of punitive or disciplinary action where possible in creating reform within people, and the organization.

To facilitate this process in actionable, we have created clear guidelines and policies toward maintaining a reflective, safe space that will be accessible to all Aagaaz associates. In addition, we also engage in regular reflective practice towards our work and curate special sessions to maintain clarity on good practices.


However, the Internal Complaints Committee is survivor-centric, and the organization does have a 'no tolerance policy toward certain situations. In the case that these situations should arise, or the ICC sees fit, punitive measures can be taken against individuals for violating certain core guidelines, or for violating the safety of an individual.

In Aagaaz, the reformative practice may be seen in - Sessions conducted to communicate boundaries and comforts, and to reflect on our own practice and code of conduct. In case a problematic pattern is noticed in someone's conduct, they may be asked to take time off and reflect, or asked to attend a training on safety. (this is unless the ICC has decided to take more severe action). Reflection and feedback after individual performances or workshops will also involve feedback on any safety concerns or discomfort individuals may have faced.

4 Curiosity and Imagination lie at the core of Aagaaz's work, and we believe they can foster a space for our constant and holistic growth. During our work within the organization, this may be applicable in - like, but not limited to, asking/raising reflective questions while engaging with concepts or stories, creating and sustaining a mutual learning space, and regularly engaging with new social concepts and critical perspectives.

5 We recognise the dangers of single stories or isolated narratives and try to create spaces for a more nuanced and layered dialogue and understanding of individual and collective identities.

During our work within the organization, this may mean that - while opening conversations in sessions or other spaces, everyone will have the space to voice their opinion, and in sessions and other conversations, we may challenge our own sensibilities to broaden our perspectives or to merely explore.



6 We accept that we are all a 'work in progress in the process of unlearning structures of our socialization, constantly shifting, evolving, growing, deepening. And so we promote a culture of reflection and investigation into newer concepts and possibilities.

Reflective feedback sessions, regular safety sessions (but not for all), and engaging with difficult social concepts in our creative practice will help us catalyze this process. In actionable for individuals it may mean, being open to constantly learning new things, reflecting, and growing.

7 We believe in actively creating spaces for critical thinking, and maintaining a consistent dialogue towards both our art practice and our interaction with social structures. And we believe in its role in individual growth and awareness.

During our work within the organization, this will be ensured by conducting reflective feedback sessions, regular safety sessions (but not for all), and engaging with difficult social concepts in our creative practice.

8 Aagaaz believes in and has established itself as a community-led organization, with the safety and benefit of all community members at the heart of our approach, and all of our processes geared towards building and sustaining communities. Within this value, communities are considered to be all individuals within the organizational team, all members and participants of separate teams operating within the organization, the children we work with, the community spaces we operate in, and our neighbourhood.

Code of Conduct

Time

Respecting our time commitments (towards sessions, meetings, practice, deliverables etc.) and keeping clear communication channels with our team is important for work to get done smoothly and is integral to sustaining a conducive work environment. However, absenteeism, lack of punctuality, not informing the team in advance in case we are late, or unable to reach/ deliver on our work is also important so that we do not waste the time, energy and resources of others who we are working with.

It is therefore crucial to Aagaaz's work that members respect time commitments, and keep clear communication with their teams and the anchors/leaders of sessions /projects /work they are part of.

Self and Others

1 For individuals to apply themselves to work and personal life in their full capacity, their health and well-being must be at the centre. It will be important to rationally assess the consequences of any action we may take for our personal lives, but also for our practice.

2 Individuals must develop a sense of the context they are operating in, and engage in behaviour appropriate to that context. For this, it will be important to be proactive and to observe and reflect on our surroundings. Discipline may mean vastly different things for how we operate during a performance or practice where we have to behave more professionally, or during a play session. It will also be extremely different depending on whether or not children are present, if there are children we may have to change our language, tone, or the dynamic we share with each other. Similarly, while activities and spaces may change, we must keep in mind where we are, what we are here to do, who we are representing in sessions, while travelling, on social media, in social gatherings etcetera.

3 Individuals must be respectful to others within and outside the organization. We must uphold each others' dignity in our interactions by speaking to each other respectfully, respecting each

other's physical and emotional boundaries, and valuing each other's consent towards actions or conversations that may make individuals uncomfortable. This would include not speaking to each other in a demeaning way, listening to each other, and to value, each others' work & the spaces individuals may be anchoring.

4 By virtue of being a reflective arts practice and being part of the same artist community, a lot of personal information may be/ may have been shared between individuals, within or outside Aagaaz's work. However, it is important to remember that having knowledge of someone's life does not give us the right to repeat their story. Confidentiality must be upheld as not only a sign of mutual respect for our fellows but to also safeguard individuals and their work. It is each member's prerogative to handle this information with sensitivity and maintain the confidentiality of each others' stories, narratives, and/or feelings, both inside and outside the purview of the organization. Confidentiality must also be ensured with respect to organizational information that may be sensitive.

Work Commitments

Team members are expected to maintain discipline towards the timely completion and communication of their work.

While we are a practice-oriented organization and a lot of sessions revolve around play, it is imperative that we maintain the sanctity and discipline of these spaces so that the sessions can run smoothly, and all participants can contribute fully without distraction.

This would mean behaving professionally and not engaging in distracting behaviour during sessions or work, including side talk, using the phone etc. Individuals should contribute actively and fully in spaces where their input is required or ask for (to not be inactive), and they should not engage in behaviours that may make performing or work difficult, or create unnecessary hurdles. This may mean vacating the space a performer needs, listening to the facilitator/anchor and trusting their leadership, respecting our fellows and their time.

Use of Spaces

1 Work from home and work remotely/virtually

While working from home or attending sessions online may feel vastly different from being physically present in the workspace, it is important to maintain workplace discipline for these as well. It may in fact be more important, as an online workplace has multiple logistical and communication barriers that make working together difficult.

It is important that we respect and maintain our work hours, and respect the working hours of others we may be collaborating with.

This will include being on time for sessions and for our daily tasks and not doing other things simultaneously to avoid distracting ourselves and others from the work that is happening. For online meetings, members should be prepared in advance and ensure that they have an internet connection and a quiet place to take the call from. The team should also try to keep their videos on unless specified otherwise.

In case some of these concerns are not solvable and/or a member is unable to attend the session, they must ensure that co-participants, facilitators, as well as the core team, have been informed in advance, just as expected in offline work.

2 Learning Centre and Khuli Khirkee

2.1 The venue of work and practice will be at the Aagaaz Office or Khuli Khirkee, New Delhi unless specified otherwise, or an alternative venue is mutually agreed upon by the aforementioned parties. The maintenance of the space is a shared responsibility and all members must play their role in cleaning the space after each session and the rest of the building from time to time.

2.2 Although Aagaaz does not hold moralistic judgements towards individuals' decision to consume substances in their personal lives, for organizational work to happen smoothly and safely, in a

sustainable fashion, we need to ensure that individuals and their capacity to work in reflective practice is not hampered, and/or they are fully capable to operate, and adequately respected within the community spaces. For these reasons, Members must not engage in the consumption of any substances while operating in these spaces. Smoking is not allowed in the learning centre and is strongly discouraged during any work with or around children, and members of the Nizamuddin community.

2.3 Since our resources and space are limited, sessions happening at the same time may come with the challenge of noise from other sessions and/or other work in progress. In case two sessions are not able to happen together, direct programmatic work will be prioritised over any other use of space.

2.4 In case space is needed for sessions outside the regular sessions already marked in the calendar, availability needs to be checked and the space needs to be blocked at least a week in advance.

3 Community Spaces

3.1 Aagaaz is an equal space, created by equal participants, and we hope to carry that approach to the communities we operate within. We discourage participants from engaging in a top-down or charitable approach with community members and children. Prejudiced behaviour toward any individual or community is unacceptable at Aagaaz.

3.2 Keeping in mind the community and the context we work in, we need to be mindful to dress appropriately by community standards to avoid any objections or conflicts. This is important to ensure the smooth operations of Aagaaz's work, and for ensuring individual safety.

(Comfortable and simple clothes that don't offend anyone's sentiments are encouraged, we usually wear kurtas and comfortable pants and avoid anything flashy, sleeveless, shorts, etc)

3.3 In order to maintain our long-term relationship with the community, we recommend minimal interaction with community members (especially children) outside the learning centre. We discourage any commitments or material promises made to individuals outside the organisation.



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In case you have any more questions/ ideas/ contributions, please discuss them with the core team at Aagaaz.

3.4 Taking photographs/videos of community members, children or spaces within the basti that lie outside Aagaaz's learning centre is strictly prohibited unless deemed necessary and reviewed by members of the core team for specific purposes.

Conflicts and Work Space

1 In the spirit of prioritizing the interest of the programmes that are the backbone of Aagaaz's work, it is important that participants work together where required. With all safety protocols in place if/when we do need it in terms of professional conflicts, individuals are encouraged to resolve any personal issues and conflicts, and/or work through them where collaboration is required, in a professional capacity.

This would mean that we need to be mindful and reflective of conflicts or discomforts that we may be facing due to interpersonal issues outside the purview of Aagaaz's policy compliance, to assess whether they are interfering with our work together, and discuss the matter with the concerned person.

2 In case an issue arises within the purview of Aagaaz's mandates and regulations, such as co-participants not being able to have a consensus on a mutually suited time or methodology/ session plan despite trying to the best of their abilities, they can seek help from the core team.

3 Any conflicts that are in direct violation of the Internal Complaints Policy, and are a hindrance to individuals' safety and/or organizational work can be raised with the Safety Team, or the Internal Complaints Committee directly.

Organisational boundaries

1 While smoking during the work day isn't prohibited, you're strongly discouraged from smoking around the neighbourhoods we work in. Make best efforts to avoid people we work with, or their families seeing anyone from Aagaaz smoking.

While Aagaaz does not have a moral conflict with individuals' personal choices, substance consumption can compromise the safety of the physical workspace by making others uncomfortable and/or how may affect the judgement of the individual under influence. Therefore, substance consumption of any kind is prohibited in the Aagaaz workspaces. The scope of what is considered an Aagaaz workspace extends to any space where Aagaaz's work is happening individually or between members.

There is no tolerance for substance intake as well as for being under the influence of substances during community or children's sessions/ engagement. Substances in this capacity include alcohol, marijuana, other illegal drugs, or over-the-counter drugs for purposes other than those for which they are meant to be used.

2 Organisational spaces and resources must only be used for organisational work, in line with the pre-planned modules, sessions, and meetings.

The spaces referred to in this are; The Learning Centre, Khuli Khirkee, and/or any other space that the organisation may be working from.

Resources in the aforementioned guideline will be computers, books, art material, and any other resources meant for the use of Aagaaz's work.

In case a member of the team has emergent and/ or pressing personal situation for which they need the space for personal use, prior information and permission must be procured from members of the core team, and all parties that may be involved or impacted must be informed in advance. In these special case scenarios, members must maintain the decorum and sanctity of the space.

3 Aagaaz Theatre Trust upholds the sanctity of confidentiality of individuals within the organisation and is driven by its rules. This would mean not repeating someone else's story in

front of them or behind their back without their consent. Individuals must also respect other peoples' choices to not share details of personal matters. Since we work in close proximity, there may be situations where others may be having private conversations around us. It is our responsibility to not only avoid repeating those exchanges or conversations to anyone else, but also to try to avoid listening in, and focusing on our work. Individuals should also not probe someone, or ask for more detail about an exchange or conversation they were never meant to hear or be part of.

In situations where there are logistical hurdles to maintaining confidentiality, personal narratives must be dealt with sensitively, and proactively.

Personal exchanges and favours

Alliances and commitments made through the organisation need to be respected and handled professionally. This would mean ensuring that work commitments are met adequately and ensure we deliver work/ reach sessions, and that communicate important information to the associate clearly. This will also mean maintaining work ethics and adopting respectful & professional behaviour towards this work, as well as participating fully.

While not encouraged to, in case you are forging an alliance (including, but not limited to - artistic or work-related collaboration, borrowing/ lending of money or support to/from individuals etc.) with a fellow from Aagaaz, but outside the scope of the organisation, matters of conflict will be dealt as outside the jurisdiction of that organisation.

In case an individual is in conflict with the Law, within or outside the organisation, the scope of intervention at the level of Aagaaz as an organisation will be limited. This applies to ICC complaints that may be considered a criminal offence under the IPC and to conflicts individuals may have outside of work.



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Policies and Undertakings

Members and associates are required to read, and adhere to the guidelines of the below-mentioned policies during their work with Aagaaz Theatre Trust.

The Organizational Document on Individual Roles and Responsibilities will be shared with team members separately.

After duly reading each of the Policy Documents below, individuals will be required to sign an undertaking declaring their compliance to the same.

These Policies include -

- 1 The Organizational Values and Code of Conduct Document
- 2 The Non-Discrimination Policy
- 3 The Sexual Harrassment at Workplace Policy
- 4 The Child Protection Policy
- 5 The Communications Policy
- 6 The Leave Policy
- 7 And The Internal Complaints Committee Policy

Non-Discrimination Policy

Aagaaz Theatre Trust | 2022

At Aagaaz we believe that individuals associated with us have the right to a sustainable safe place to work and practice arts. Therefore, the following policy is inspired by two articles of the Indian Penal Code -

1. Article 15 of the Indian Penal Code prohibits discrimination based on an individual's religion, region race, caste, sex, health or ability(physical or mental) etcetera, and
2. Article 16 of the Indian Penal Code mandates equal opportunity, usually in the case of employment.

This Policy extends itself to all individuals working at Aagaaz Theatre Trust and will be available to all members of the team.

The scope of this policy is not limited to the Aagaaz centres, or other formal spaces where everyday work happens, but to all spaces where Aagaaz associates are doing Aagaaz work together.

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Purpose of the Policy

1. At Aagaaz Theatre Trust, we hope to foster an environment where no individual is discriminated against, and where all associates feel safe.
2. We would want to ensure that each individual gets an equal opportunity, and an equal voice in the process of their learning, their work, or in their association with Aagaaz and its members.
3. Aagaaz would like to catalyze reflective practice, where issues and concerns relating to discrimination can be raised and discussed in a holistic, contextual, and sensitive manner.
4. At Aagaaz, we would like to empower any individual that may feel discriminated against to be able to raise an objection with the Safety Team.
5. And we would want to ensure that any organizational actions and decisions are free of bias and that there are mechanisms in place for concerns toward organisational bias to be brought to the attention of the Core Team and the Safety Team.

General Good Practice

The purpose of this policy is to facilitate and foster the safe space that has been created within the organisation, for every one of us.

Considering that we are an organization that works in close proximity with individuals both external and internal to the organization, individuals must be respectful towards all individuals they interact with.

Discriminatory Action According to Policy

While Aagaaz promotes its members to be respectful towards all associates and/or community members they interact with, discrimination by an Aagaaz member, of any individual internal or external to the organization on the basis of their -

Age, Colour, Cultural or social beliefs, Religion, Educational Background, Race/ Caste/ Ethnicity, Nationality, Spiritual, traditional or customary beliefs, Political opinion, Physicality, Gender identity and expression, Marital status, Pregnancy, Sexual orientation, Health, disability or impairment (physical or mental) is strictly prohibited.

Here discrimination may involve but is not limited to -

1. Harassment - physical, mental, or sexual
2. Bullying or making offensive jokes about someone's body, background or other aforementioned societal identity markers
3. Gossiping about an individual's private life or personal narratives
4. Making offensive gestures, or using offensive words/ slurs against the other
5. Creating a hostile work environment by isolating and/or targeting an individual
6. Expressing negative stereotypes about particular groups
7. Judging and assessing an individual based on their societal identity marker, instead of their work
8. Sending repeated unwanted, unwelcome, and unpleasant communication to individuals - over texts, WhatsApp, or any other Social Media
9. Other aggressive/ hostile behaviour such as speaking to someone in a demeaning way.

Organizational Response

Preemptive

- The organisation has created and will regularly update policies and mandates that all members must adhere to. These policies include the Sexual Harassment at Workplace policy, Child Protection Policy, Leave Policy, Organisational Values and Code of Conduct document, and the Non-Discrimination Policy.
- These policies will be shared with all members and will remain accessible to them during their association with Aagaaz.
- Individuals associated with Aagaaz will need to sign an undertaking after reading all these policies carefully.
- Policies will be reviewed bi-annually, and updated annually, or earlier if it may be required.
- The policies will be discussed with the team in sessions quarterly
- Reflective Sessions and processes will be held for the repertory members in addition to the quarterly sessions, as an extension to the current safety-related conversations in the process.
- The Safety Team and the Internal Complaints Committee will remain accessible to anyone that has questions or concerns regarding these policies or other safety protocols.


Complaint Mechanisms

- Upon any unfavourable incident that violates the mandates in these policies, any individual that has been violated, or observed the situation can report the incident. In case the aggrieved do not feel comfortable, their friend can report the incident on their behalf.



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- This complaint or concern can be raised with the Safety Team comprising of Sanyukta, Subhadra and Pakhi, or can be directly emailed to the Internal Complaints Committee at - icc.aagaaztheatre@gmail.com
 - The Internal Complaints Committee Policy will be hyperlinked in the Agreement/ Contract of individuals with the Aagaaz Theatre Trust. An independent copy can also be procured from the core team at Aagaaz.
 - In case following these processes in a situation immediately is not possible, In addition to notifying the ICC and the Safety Team, the person in charge can issue a warning to the perpetrator, and if necessary, can ask the perpetrator to leave the premises.

Sexual Harassment at Workplace Policy

Aagaaz Theatre Trust | 2022

At Aagaaz we believe that individuals associated with us have the right to a sustainable safe place to work and practice arts. Therefore, the following policy has been created in compliance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, which defines sexual harassment, the possible procedures for complaint and inquiry, and the actions to be taken. However, the Aagaaz Anti-Sexual Harassment Policy does not limit itself to female complainants, it extends itself to all individuals working at Aagaaz. The policy also expands the concept of harassment to include other intimidating or coercive behaviour.

This document is split into five sections,

1. Purpose of the Policy
2. General Good Practice
3. Sexual Abuse and Harassment punishable under Law
4. Other related unacceptable practices
5. Organizational Response to Sexual Harassment in the Workplace

Purpose of the Policy

At Aagaaz, we are dedicated to creating inclusive learning spaces that nurture curiosity and critical thought while creating safe spaces for dialogue, in an attempt to weave a more equitable urban fabric. Any individual that is connected to Aagaaz for work has a right to a safe, harassment- and violence-free workplace by ensuring a zero-tolerance policy on sexual harassment. We believe that sexual harassment of any person at the workplace violates the fundamental rights of the individual to life, liberty, dignity, equality and the right to carry on any work.

With the aim of achieving this goal, Aagaaz has adopted certain policy decisions which are binding on all members, staff and volunteers. Certain practices are adopted and adhered to and all staff and volunteers are apprised of these policies and practices and expected to adhere to them. These policies are applicable in workshops (internal and external), rehearsals, shows, meetings as well as travel journeys for Aagaaz-related work.

Accordingly, we aim to:

- Establish and maintain a safe, welcoming and enabling space for underage and adult Members and associates.
- Establish and follow protocols to address concerns reported by members and associates.
- Develop safety awareness, by appropriate training if necessary.
- Investigate any reported incidents through the Internal Complaints Committee.

General Good Practice

The purpose of this policy is to facilitate and foster the safe space that has been created within the organisation, for every one of us.

Considering that we are an organization that works in close physical proximity on arts-based work, it would be important for individuals to be mindful of each others' comfort and boundaries. The scope of this policy is not limited only to the Aagaaz centres, or other formal spaces where everyday work happens, but to all spaces where Aagaaz associates are doing Aagaaz work together.

- Members must be mindful of whether or not they have the consent of another individual to engage in a certain action, activity, or conversation even if it is not of a sexual nature. It will be important for individuals to remember that consent can be both active and passive, and try to make sure that our actions or conduct isn't making others uncomfortable.
(This may mean to back off if someone says, or exhibits clear signs of discomfort around a certain type of interaction, or in other situations, it may mean reflecting on subtle signs that may not be clear and speaking about them to the individual to clarify the level and extent of their comfort/ discomfort.)
- Individuals within the group may have different boundaries around physical, conversational, mental, or emotional interactions. It'll be good for individuals to be mindful of this, and to respect each individual's personal boundaries.
(This may mean that A likes to hug, but B doesn't, and so while I may hug A, I should respect B if they don't want to be hugged, and refrain from doing so. In another situation, someone may be okay sharing their personal stories while others may not, and there one must operate from a place of not asking, unless relevant to the work, and/or unless shared consensually by someone.)
- In the creative spaces that work mostly happens at Aagaaz, there may be instances where sharing of personal narratives happens, in other instances, we may know things about each other from outside of the organisation. It is important to remember that the confidentiality of individuals has to be upheld at all times.
(This would mean that despite knowing the personal stories of my colleagues, I do not have the right to repeat them, unless required by work and consented to by that person.)
- Individuals must not engage in biased behaviour towards any individual and must treat all individuals equally and respectfully, and uphold their honour and dignity.
- The organization and its' safety is the collective responsibility of all its members, and we must not only partake in safety-related work and discussions but also report any safety concerns that come up.

Sexual Abuse and Harassment punishable under Law

Sexual harassment is any direct or indirect physical contact, advances made, a demand or request for sexual favours, any sexually coloured remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Sexual harassment can be one or more of the following acts, but is not limited to:

- Whistling, playing or singing suggestive songs
- Staring intently at another's body, so as to make them uncomfortable
- Passing lewd remarks or joking about or commenting on another's appearance or sexuality
- Stalking someone
- Unwelcome kissing, touching, hugging, pinching or brushing against someone's body
- Invading someone's personal space
- Making obscene telephone calls or sending obscene messages in texts, images, videos, e-mails, or on social media
- Cyber-stalking and harassment
- Giving inappropriate gifts
- Making inappropriate gestures
- Soliciting sexual services
- Exposing adults to pornographic films, pictures, poems or stories against their will
- Exposing someone to sexist text or visuals that are demeaning to women and LGBTQI+ (lesbian, gay, bisexual, transgender, queer/questioning, and intersex) individuals.
- Taking photographs or video recordings of private moments without consent
- Creating a hostile study or work environment through sexual advances
- Making light of this policy or the complaints that come in, so as to create a hostile environment for the survivors and other members
- Harassing an individual or aggrieved that has raised a concern or complaint toward such an incident, or a pattern that requires structural change

Other Unacceptable Practices

- Bullying an individual or a group of people by an individual or group of people

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- Gossiping about anybody, or talking about someone's personal issues/narratives, even if they are there.
 - Manhandling individuals
 - Violating consent in any capacity, even if not sexual. This would mean to make sure that both, our physical activity and what we are talking about does not make someone uncomfortable (such as talking about their personal life, dating life, sex life etcetera)
 - Other aggressive/ demeaning behaviour such as speaking to someone in a demeaning way, or gesturing at someone aggressively or inappropriately.

Organizational Response to Sexual Harassment in the Workplace

Preemptive

- The organisation has created and will regularly update policies and mandates that all members must adhere to. These policies include the Sexual Harassment at Workplace policy, Child Protection Policy, Leave Policy, Non-Discrimination Policy and the Organisational Values and Code of Conduct document.
- These policies will be shared with all members and will remain accessible to them during their association with Aagaaz.
- Policies will be reviewed bi-annually, and updated annually, or earlier if it may be required.
- The policies will be discussed with the team in sessions quarterly
- Regular Safety Sessions will be held for the repertory members in addition to the quarterly sessions
- The Safety Team and the Internal Complaints Committee will remain accessible to anyone that has questions or concerns regarding these policies or other safety protocols.

Complaint Mechanisms

- Upon any unfavourable incident that violates the mandates in these policies, any individual that has been violated, or observed the situation can report the incident. In case the aggrieved does not feel comfortable, their friend can report the incident on their behalf.
- This complaint or concern can be raised with the Safety Team comprising of Sanyukta, Subhadra and Pakhi, or can be directly emailed to the Internal Complaints Committee at - icc.aagaaztheatre@gmail.com



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- The Internal Complaints Committee Policy will be hyperlinked in the Agreement/ Contract of individuals with the Aagaaz Theatre Trust. An independent copy can also be procured from the core team at Aagaaz.
 - In case following these processes are not possible in case of an urgent situation, sexual harassment by any employees, adult members, or volunteers, will be responded to, by the person in charge at that time. In addition to notifying the ICC and the Safety Team, the person in charge can issue a warning to the perpetrator, and if necessary, can ask the perpetrator to leave the premises.

Child Protection Policy

Aagaaz Theatre Trust | 2022

Aagaaz Theatre Trust believes that child safety is a society-wide responsibility. We believe that it is unacceptable for a child or young adult to experience any kind of abuse and recognise our responsibility in safeguarding the welfare of all children by committing to a practice that protects them.

Table of Content

1. Purpose of the Policy
2. Good practices to ensure safety
3. Conduct relevant to Aagaaz's Practice
4. Unsupervised or unaccompanied children
5. Relevant Punishable Offenses (as under the Indian Penal Code, not limited to POCSO)
6. The process to ensure child safety at Aagaaz
7. Complaint Mechanisms

Purpose of the Policy

Every child has a right to feel safe and secure, and Agaaz recognizes its role as an organization in actively safeguarding all the children we interact with, or work with. It is therefore our collective responsibility to not only respond adequately to the abuse of a child but to preemptively create procedures and structures that can help us keep the children safe in Agaaz. To ensure that, this policy has been created in alignment with the Prevention of Children from Sexual Offenses Act, 2012, and the Indian National Child Protection Policy (for organizations and individuals working with children).

All members, visitors and associates of Agaaz interacting with children must adhere to and are bound strictly by this policy. This policy provides guidelines, procedures and a framework of best practices to be adopted to make all Agaaz-related spaces safe for children, and in the event that a child may be experiencing or, is at risk of, harm.

For visitors and/ or short-term collaborators that have not signed an undertaking towards all of Agaaz's policies, a Child Protection Agreement is attached in the last section of this document. This document should be duly read and signed by the visitor and emailed back to the Agaaz point of contact.

Good practices to ensure safety

Individuals should always treat children with empathy and respect, regardless of caste, colour, gender, sexuality, language, religion, political or other opinions, national, ethnic or social origin, property, disability, birth etcetera.

Members must never use language or behaviour towards children that are inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.

Members should be mindful that they never (with or without purpose) place a child at risk of abuse or exploitation, or be aware of these and not report it or not do anything about it.

The organization has a designated Policy, a Safety Team, and an Internal Complaints Committee and Policy to ensure the safety of all team members, especially our younger friends. Individuals are requested and encouraged to flag any concern regarding the safety of a minor, to the designated team. Members are also encouraged to flag any discrepancies they may notice within the organizational mandates, policies, and structures.

All members interacting with minors for Aagaaz work will, in addition, be provided with a copy of the National Child Protection Policy; the Prevention Of Children from Sexual Offences Act, 2012; and the Juvenile Justice Act 2015. Individuals must read these, review them, and keep them handy.

Members directly interacting with children should ensure that the modules they are imparting and the material/ script they share with minors are age-appropriate, and should remain reflective and mindful of any child exhibiting signs of discomfort.

Conduct relevant to Aagaaz's Practice

1. Always treat children with respect and dignity.
2. Always listen to what a child is saying and value them as individuals.
3. Be receptive to any feedback being given by a child, verbal or otherwise.
4. Always use appropriate language with children, and challenge any young person or adult's use of inappropriate language while working with children.
5. Do not address sensitive personal issues, especially related to children themselves, without discussing the need for such a conversation with the staff/management. Always ensure that another staff member is present when you are in a difficult or sensitive situation involving a child.
6. Avoid being alone with a child, especially without the parent's/guardian's consent.
7. One-to-one meetings with a child should take place openly and in public view.
8. If the one-to-one meeting with a child requires privacy, always ensure that someone from the staff/management is informed of the meeting and its whereabouts.
9. Never initiate physical contact with a child. In case you want to comfort a child in distress, do so with minimal physical contact and remain in public view.
10. Never engage in sexually provocative actions, speech or rough physical games.
11. Never do things of a personal nature that the child can do for themselves, for example, accompany them to the toilet, or assist in adjusting their clothes. If a situation arises, where, for example, a child has limited mobility or motor skills, ensure that another person from the staff/management is present.


Unsupervised or unaccompanied children

- If a young child is unsupervised/unaccompanied and you are concerned for their safety:
 1. Ask the child if their parent or older sibling is aware that they are here and if they are expecting/waiting for them.
 2. Try to contact the child's parents, and older siblings and check records of the child to get their address and contact information.
 3. Record the response of the parents or carer appropriately.
 4. Avoid being left alone with a child; try to ensure that members of the Aagaaz Team are present when dealing with an unaccompanied child, and remain in public view.
- Under no circumstances should a visitor or volunteer take a child to the visitor/volunteer's home.
- Posting images and videos of children on social media is strictly prohibited unless it has been previously decided with the organization, and a proper media release protocol has been followed.



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- Revealing the name, age, sex, address or any other identifying markers of a child outside the Aagaaz team is also prohibited. The same applies to personal information that a child might have shared with you.
 - Always report incidents or concerns related to child safety immediately to Sanyukta, Subhadra, or Pakhi.

Relevant Punishable Offenses (as under the Indian Penal Code, not limited to POCSO)

It is important for the organisation to ensure that each individual accessing and operating in the Aagaaz space with minors is aware of the National Child Protection mandates as well.

Therefore, attached below are the links of the following document to the -

1. [POCSO Act, 2012](#)
2. [JJ Act, 2015](#)
3. [National Child Protection Policy](#)

Under these National Mandates, the crimes most relevant to our work, punishable by Law, are -

- Cruelty to a child, including anything from beating them or just creating mental pressure.
- Intoxication of a child
- Kidnapping and Abduction
- Penetrative Sexual Assault
- Aggravated Penetrative Sexual Assault
- Aggravated Sexual Assault
- Use of Child for Pornographic Purposes
- Storage of Pornographic material of Minors
- Sexual Harassment, including but is not limited to, unwarranted touch, stalking, making a child expose themselves or exposing yourself to a child.

The process to ensure child safety at Aagaaz

Aagaaz has been an active advocate of child rights since its' inception and is motivated to actively create a safe space for all individuals, including minors, it engages. To ensure this process -

1. A Child Protection Policy has been created and will remain accessible to all Aagaaz Members through their engagement with the organization.
2. A Child Protection Agreement will have to be signed by all Aagaaz Members/ all Aagaaz Members interacting with minors in any capacity.
3. Members will also be bound by policies such as the Values and Code of Conduct, Sexual Harassment at Workplace, Internal Complaints Committee etcetera in either their contract or undertakings for irregular members.
4. The policies will be reviewed and discussed with the team annually, or as required.
5. Individuals are and will be encouraged to give each other constructive feedback on their code of conduct with and around children, and raise an issue with the safety team if required.
6. The Internal Complaints Committee may take up a concern on behalf of the organization, if required, regardless of whether or not someone has complained.

7. Sessions will be planned with regular members, and separately for children on safe and unsafe touch, specific to the issues of Child Sexual Abuse and the power disbalance between an adult and a child.
8. Regular reading sessions for children to engage with content specific to consent, boundaries and touch.
9. Some regular exercises can be made part of the regular sessions with children to ensure that they get in the habit of expressing their feelings, and eventually feel safe in engaging with them and sharing them.
10. A safety box will be placed in the centre where most work happens with children, where they can share their problems, and/or challenges. The collection from these boxes will be done weekly and will be reviewed monthly, or as required.



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Complaint Mechanisms

- Upon any unfavourable incident that violates the mandates in this Policy, any individual that has observed the situation can report the incident.
- This complaint or concern can be raised with the Safety Team comprising of Sanyukta, Subhadra and Pakhi, who will then escalate the matter with the Internal Complaints Committee or with the Delhi Commission for Protection of Child Rights, depending on the nature of the offence.

Communications Policy

Aagaaz Theatre Trust | 2022

This document has been created to better facilitate a clear line of communication at Aagaaz both, internally and externally. A technical guideline will help members communicate more clearly and effectively with each other, and help with coordination and documentation.

Team members are requested to adhere to these guidelines to avoid confusion, miscommunication or the loss of important data.

Table of Content

1. General good practices
2. Media Release
3. Internal Communications
4. External Communications
5. Social Media
6. Documentation
7. Annexure

General good practices

Apart from a list of logistical guidelines for communication provided in the next section, there are general guidelines that we can follow as a team to maintain a more safe, clear and accurate communication channel, to ensure the smooth functioning of Aagaaz's / our work.

- In all communication undertaken by the Aagaaz team, (oral or written, with the internal team stakeholders or externals, professional or otherwise) members must behave respectfully with each other, and should never demean or mock another person.
- All organisational communication (written, oral, formal, informal, internal, external) within the scope of Aagaaz must be in compliance with the Organizational Values and Code of Conduct.
- All work-related communication should be documented in case information about that work needs to be accessed later. Since oral conversations are difficult to access, documentation of work-related communication would mean -
 1. Sharing important details on the relevant slack channel and/or WhatsApp group.
 2. This would also reflect in updating relevant information in folders, and on Monitoring & Evaluation platforms, and in the active documentation of all review/ feedback/discussion-based meetings and writing meeting minutes, including but not limited to the decided action points.
 3. These updates of discussions and decisions should also be sent to the team members involved, on relevant slack channels and/or by email.
 4. Plans, updates, questions and concerns by individuals should also be taken up in the relevant slack channel, whatsapp group, or email, depending on the predecided structure.
- Subject lines of any emails exchanged within or outside Aagaaz should be crisp so that they are easy to read, and find at a later stage by all parties involved. All relevant individuals should be marked and the text should be accurate.

- If communication regarding Aagaaz work should be done clearly and timely, keeping in mind and in the loop of your work, all the team members and/or externals that are involved in the work, and may be impacted by that information.
 1. This would mean communicating our work plans and progress thoroughly, regularly, and clearly, and updating it when required.
 2. Time for meetings/ sessions discussions should be requested, blocked in the calendar, and confirmed/ communicated to all parties involved at least a week in advance.
 3. In case of meetings, relevant parties should also be invited to the calendar event via email.
- Any Aagaaz document should be created in the relevant Aagaaz folder on google drive for ease of access, and shared (via link) with the teammates (involved and/or impacted by this work) on WhatsApp group/ slack channel. In addition to the team, ownership of these documents must be extended to - info@aaagaaztheatre.org or sanyukta@aaagaaztheatre.org
(Document links should not be given to anybody except for the individuals relevant to the project and the document unless specified otherwise.)
- Confidentiality of the work and/or individuals should be maintained where necessary.

Media Release

Consent to put out content in the form of pictures, videos, audio, or personal narratives that may be shared in Aagaaz.

To maintain the safety and comfort of all Aagaaz members and associates, it is important that we are free from the fear of the safe space being violated, and/or negatively impacting our life outside the organisation.

While not sharing each other's personal stories outside is one part of that space, social media has become such an integral part of our lives, and the life of the organization is the other thing to keep in check.

As a theatre-centred organization, Aagaaz and its members are often required to collect data from within sessions, workshops etcetera.

While we are working on ensuring that a Media (audio, video, picture) release form is signed by all Aagaaz associates, in case of a pop-up session/ meeting/ jam/ performance needs to be documented and/or posted about, facilitators must ensure that they've taken consent for media release from participants, and the parents of any minors that may be involved.

Consent can be ensured in a couple of ways -

(This is not applicable to regular sessions and/or long-term associates. The safety team will follow a one-time media release protocol for all individuals associated with the organization long-term.)

1. The most effective way to ensure that we have the consent, and can release pictures of individuals would be to get a written form signed. This form is attached for your reference in the annexure of this document (pages 12-16) and it can also be procured separately from the core team. This is also the structure the organization will follow with regard to regular members/ associates.
2. In case there isn't time or resources for getting written consent signed from all participants, consent can also be procured on video or audio. However, the facilitator must ensure that the participant is recognizable and that they state their full name in the video/audio. The facilitator must also be audible, and must clearly spell out the salient points mentioned in the media release form, which must be followed by a clear vocal consent/agreement from the participant.

3. In case of the consent of a minor, consent must be taken from the parents/ guardians of the participants, and an oral consent must also be taken from the minors before you start documenting the session.
4. Any video, audio, or written consent of individuals taken by facilitators can be uploaded in this folder, and should be named - *program name_date_individuals name*

Along with following a clear format to procure media release consent from individuals, it is important to remember that it is the people and their stories that need to be protected. Which is why it is important to remember that -

1. The organizational media release form only ensures informed consent partly. This would mean that all associates are free to withdraw consent for the release of certain types of content about them that they do not want to be posted on social media.
2. This would also mean that as agents of Aagaaz, all participants and associates must be mindful of taking oral consent, and confirm the comfort of those that are intended to be in the post that they may be putting out personally, or on behalf of the organization.

Internal Communications

Core Team and Repertory

- The core team is required to be available on both Slack and Whatsapp through their workdays, and to check them for updates regularly. In case individuals are not active on these platforms, but working, they should communicate the details to members of the team, and suggest an alternate line of communication for that limited time period.
- Messages on slack must be put on relevant channels only, and if there are specific people being addressed in the message, they must be tagged to avoid the information slipping through.
- Daily Agenda and Update of work being done by individuals, and their work timings must be updated on the relevant slack channel on all work days, so that core team members can ensure coordination amongst themselves. Any questions or concerns should also be brought up by tagging the relevant people you may need help or support for.
- In case a message is addressed to you, or a general message has been sent to the entire team, it would be important to respond to the person to ensure that they know that you have taken note of what they have said, and/or are doing the needful.
- While not required, it would be nice to also respond to updates team members may have shared about their achievements or anxieties to maintain the safe space that we constantly create, and want.
- All internal and external meetings/ sessions, including meetings with other core team members should be -
 1. Blocked and updated in the calendar in advance, and with agreement from other parties.
 2. Members relevant to a predecided event, such as a meeting, should be sent a calendar invite via email to ensure availability/ participation.

- In case of review/ feedback/ discussion based work update, a written documentation of the minutes + action points should be sent over email and/or the relevant slack channel by tagging or cc'ing concerned individuals.
- Regular sessions must be updated on the relevant M & E document. In case of pop up sessions, a separate document containing the session plan and reflection should be created in the relevant Aagaaz folder on google drive. In addition to the sharing the document with the team, ownership of these documents must be extended to - info@aaagaaztheatre.org or sanyukta@aaagaaztheatre.org
- While all work related communication should happen in documentable fashion, an urgent communication may be required to be done over a phone call, or in person. In such instances, updates in the form of salient points and actionables must be updated on the relevant slack channel.
- Emails must have a clear subject line, a clear agenda of conversation, and must be cc'd to all relevant core team members.
- Information and communication to be taken with the facilitators collective should be done over the whatsapp group however, in case individuals have to be contacted, Communication can be taken over individual whatsapp chats or phone calls. This must be followed by an update on relevant channels, documents, calendar or anywhere else required.


Facilitators Collective


- With regard to regular practice, facilitators would be requested to respond RSVP to regular sessions as soon as they know their availability for the next session. The RSVP should be requested atleast a day in advance to avoid confusion, and to keep fellows informed as a sign of respect to all of our time.
- For any specific or sporadic sessions happening outside of the regular facilitator collective meeting, information by the organization will be provided in advance, and facilitators must confirm their availability in advance, and/or update the team if their availability changes.
- In case of any delays, conflicts or challenges, at work or in our schedule, facilitators should inform the core team, but also those involved and/or effected by their work/ schedule on the WhatsApp group, or individually to the relevant core team member.
- To communicate other work related updates about the facilitators collective or the organization, individuals can write on the whatsapp group, or to the relevant person. In case you are making a call in an emergent situation, please ensure that you follow it up by a quick update of the conversation and actionables on whatsapp for memory.
- For any other meetings/ sessions planned by individuals from the facilitators collective, time must be requested, finalised and marked on the calendar.
- Any other official, formal, conversation, meeting, discussion or deliverable outside of the regular work should be initiated, and updated/ responded to over email, cc'ing all relevant individuals. This will ensure that no important information discussed, does not slip out or be forgotten.
- The facilitators must provide a one page brief on the session they are planning ahead of the session. This brief or agenda needs to be sent over an email (marking all relevant members), and will ensure that the core team is aware of what is going to happen in the session, and are prepared with any support the facilitator and/or participants may need.



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- Facilitators will also need to fill out a form after their session separate from the brief/ session plan, for Monitoring & Evaluation purposes.

External Communications

Stakeholders (Parents and Children)

- Regular sessions with children and/or with parents should be marked in the calendar.
- Information by the facilitators to the children and/or to their parents should be given at least a week in advance, after confirming availability and convenience of participants.
- Participants should be kept informed in case there is a shift in the plan.
- Information to parents and children can be given over whatsapp group, in person, or through a phone call. However, please ensure that you follow it up by a quick update of the conversation and actionables on whatsapp, slack, and/or email, whatever may have been decided for the M & E of the project.
- For any specific or sporadic sessions happening outside of the regular sessions, it must be discussed at least 2 weeks in advance with the core team.
- All sporadic sessions must get clearance on the content and agenda of the session in compliance with any and every safety concern, mandate, or value of the organization.
- This conversation must happen in an email chain, by marking all important team members, and by attaching a one page brief or agenda regarding the session being planned.
- In case it is not possible to take everyone's schedule in mind, information regarding the session should still be provided in advance.
- The M & E documents must be filled post session. Session plan should be documented as required.
- To communicate participant related updates about the parents and/or children with respect to their association with the organization, the core team must be informed over slack and/or email.
- Any other official, formal, conversation, meeting, discussion or deliverable should be updated/ responded to over email, cc'ing all relevant core team members. This will ensure that important information discussed does not slip out or be forgotten.

Stakeholders (Collaborators, Funders, Donors, Service Providers)

- Regular updates to the relevant stakeholders, such as the newsletter, progress reports, or annual reports etcetera, must always be sent through email. In addition, any other formal communication with an external member must be initiated, transferred to, or updated over email to maintain a formal & official exchange, and to avoid confusion.
- In case a conversation is being taken on call or in person due to convenience or urgency, team members will need to update other relevant members on a formal email thread, with all relevant people cc'd. As a practice, it would be good to keep Pakhi, Subhadra and Sanyukta marked on and/or updated through an email regarding these external conversations.
- For external collaborators and/or sister organizations, an email thread must be maintained with all detail, timelines, logistics and documents relevant.
- M & E documents need to be filled wherever it may be important.
- Time required with externals should be requested, blocked, and communicated at least a week in advance.

Social Media

- The purpose of our social media is to help us reach more people, build audiences and supporters for Aagaaz's work. For this purpose, the social media strategy is required to stem from who we want to communicate with, what we want to communicate to them, and how we can do that. This information will help us envision a regular, clear and interesting format of posting.
- A repository of posts should be created to ensure the smooth operation of regular posting. This will also help the team preemptively create posts for special occasions and avoid last minute panic.
- The Social Media Strategy and Posts there on, should be approved by the core team in terms of tonality, messaging, and content. The posts should be regular and should follow a logical flow, and should be regularly updated on Social media tracker documents for reference.
- Guidelines for the use of Canva for Social Media can be found attached.

Documentation

- All documents for organizational work or reporting should be created in the relevant Aagaaz Folder under Aagaaz Primary on google drive. In addition, access must also be extended to team mates as required, and should always be shared with either info@aagaaztheatre.org or sanyukta@aagaaztheatre.org to facilitate feedback, editing and collaborating.
- While it is assumed that any document being created would be made in alignment with organizational needs and in agreement with the core team, the individual responsible for the document can seek time, and conduct a discussion session with all relevant team members to ensure all salient points required in the document have been added. In case prior discussion is not required, the individual should still be reviewed by the relevant core team members before finalizing the document.
- A final document must not only have the points, but should be spread across in a logical flow, and under relevant subheads. The document should ideally have an index which is linked to specific sections, and should start and end with an introduction to the document and a conclusion.
- The document should be checked for grammatical and spelling errors, and should be formatted according the given specifications -
 1. Page size and orientation - A4, Portrait
 2. Indents - Left or Justified
 3. Paragraph formatting - Headings and Subheadings must be marked
 4. Header/ Footer - Should be 0.5 inches unless specified otherwise
 5. Page numbering and Sections Breaks - Pages should be numbered, and sections should be broken to the next page
 6. Font -
 - Type - Arial / Times New Roman
 - Title Size - 14
 - Subtitle Size - 12
 - Text Size - 11

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- Final documents that have been created for M & E or other tracking, should be updated monthly or sooner. Any document that does not need to be updated should still be reviewed every six months to a year, depending on the requirement.
 - The final document, in case of an external/ formal document which is not a tracker, should be placed upon the Aagaaz Letterhead procurable from the core team before they are sent across.



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Annexure

(Following is the copy of the forms/ formats individuals are required to follow. The independent form can be procured from the Safety Committee)

PHOTO/ VIDEO RELEASE FORM

Informed consent of parents of minors

I, _____(parent/guardian name), _____(relation) of _____(student name), hereby consent to the use of any photographs and video taken of my ward participating in sessions of the Aagaaz Theatre Trust (and those acting with its permission and authority).

Without the expectation of any compensation or remuneration, now or in the future, I consent to the use of the pictures/videos for promotional and/or communication purposes.

I also understand that I'm free to deny or withdraw the permission to use my wards photo/video to Aagaaz Theatre Trust.

I have read the above and fully understand its contents.

CONSENT: I hereby certify that I am the legal guardian of this child and do hereby give my consent without reservation to the foregoing on behalf of my Child.

Student(minors) Name _____

Age _____

Parent/guardian Name _____

Relationship with minor _____

Address/City/Country _____

Telephone _____

Email _____

Signature _____ Date _____

Working hours and leave policy

Aagaaz Theatre Trust | 2022

At Aagaaz we are learning to value wellbeing more, and actively seeing it as equally important part of the work that we do. We also value all team members' artistic and educational practices beyond Aagaaz, and believe that these practices enrich their engagement with the organisation.

Keeping this in mind over the last few years we have acknowledged days of rest. The following will help each of us plan our work and rest better. Beyond this, as always, all systems are open to dialogue.

Regular Time Commitment

A full work week is 30-37.5 hours of work, while part time work is 15-18.5 hours. However, during organisational phases where events and productions are underway, the weekly work hours may increase to 40-50 hours for full-time members, and 20-25 hours for part-time members.

Through conversation we create a working week where team members are able to have at least two full days in the week when they are not occupied with any Aagaaz related work.

Organization Holidays

The organisation pauses for two week at the end of the year. The dates for this year will be shared with the team internally. Apart from this, there are 14 National holidays in the year that we observe.

For 2022 they are:

1. 26 January, Wednesday: Republic day
2. 17 March, Thursday: Holi
3. 18 March, Friday: Holi
4. 15 April, Friday: Good Friday
5. 2/3 May-3/4 May*, Monday/Tuesday-Tuesday/Wednesday*: Eid-ul-Fitr

6. 9/10 July-10/11 July*, Saturday/Sunday - Sunday/Monday: Bakri Eid
7. 9 August, Tuesday: Muharram
8. 15 August, Monday: Independence Day
9. 2 October, Saturday: Gandhi Jayanti
10. 4-5 October, Tuesday-Wednesday: Dussehra
11. 23/24 Oct, Sunday-Monday, Diwali

Applied / Sick Leaves

Full time team members can take further 14 days of sick leave, mental health leave, or vacation.

Part time team member can take 7 days of sick leave, mental health leave, or vacation. Those on time bound contracts will have leaves calculated pro-rotam.

In the current circumstances, as we live through the pandemic, full time team members can take further 21 days of sick leave, mental health leave, or vacation. Part time team member can take 10 days of sick leave, mental health leave, or vacation. Those on timebound contracts will have leaves calculated pro-rotam.

These leaves cannot be carried forward to the next year.

Team members will need to request for leave 2 days in advance and ensure their responsibilities are met in case of time bound activities. In case of emergency leaves colleagues must be informed in a way that planned activities don't suffer.

In case of leave taken without information, pay will be deducted.

The [Leave Application](#) linked here, should be filled in case of any leaves are being taken.

There is also a provision for a paid parental leave of 3 months plus any other accrued leave for all parents and all forms of forming a family.

Internal Complaints Committee Policy

Aagaaz Theatre Trust | 2022

At Aagaaz we believe that individuals associated with us have the right to a sustainable safe place to work and practice arts. To facilitate a safe working environment for all Aagaaz Associates, the organization has charted out -

1. Organizational Values and Code of Conduct
2. Non- Discrimination Policy
3. Sexual Harassment at Workplace Policy
4. Child Protection Policy
5. Communications Policy
6. Leave Policy


The Internal Complaints Committee Policy upholds the values stated in these policies and maps the possible way to ensure that these Values and guidelines are not violated.

It is imperative that individuals associated with Aagaaz in any capacity read, and have access to this document. For this reason, these documents will be hyperlinked to the soft copies of the Agreements and/or Contracts that are signed between an individual associate and Aagaaz Theatre Trust. Hard Copies of the policies will be available and can be procured from the Core Team at Aagaaz.



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7. Zero tolerance at Aagaaz
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9. Who can complain
10. Complaint Procedure

11. Confidentiality within ICC
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13. ICC Governance

14. Annexure
 - _____ Contacts
 - _____ Complaint form

Introduction

The purpose of this policy is to continue to facilitate and foster the safe space created within the organisation. It is therefore imperative to remember that in case of any internal complaint, the person or the complainant is more important than the space where an incident may have happened. This would mean that interactions between associates of Aagaaz anywhere come under the purview of the ICC policy.

The scope of the ICC in Aagaaz is beyond sexual harassment cases. We are committed to ensuring a safer space to the best of our abilities and hence, want to see safety in multiple ways: emotional, mental, physical, and psychological. This does not always make decisions easy, but we believe that all issues need to be heard and collectively thought about.

Vision

The vision of the Internal Complaints Committee at Aagaaz is to create a safe space for reflective arts practice, where fellows can do their work together peacefully.

To build a happy, innovative, and dynamic community of artists working in solidarity. And to foster this space by employing a context-sensitive and mutually respectful work environment.

Mission

To create a culture of safe, sustained, and context-sensitive process through both policy and practice.

To facilitate continued conversation on crucial concepts that not only help us follow safety guidelines as mere rules, but makes us and our practice more holistic as we try to deconstruct toxic learnt behaviour, and replace it with new values that help us reconstruct a more free, yet fulfilling space for everyone.

To become more aware, respectful, and inspired individuals that can lead by example in the reflective practices they create outside of Aagaaz.

To foster a space that has eliminated the need for a Safety team, and is reflective enough to not have to invest in conversations around safety actively.

Objective

- 1 To make sure that the Policy and the Internal Complaints Committee are individual-oriented by getting everyone's concerns registered and reviewed periodically
- 2 To ensure everyone knows their rights and knows how they can raise a flag in case their rights are being violated
- 3 To ensure everyone knows to be reflective of their action, and of whether they might be causing discomfort to someone, as well as who they can talk to about it.
- 4 To ensure that a safe space is created for work and practice.
- 5 And to ensure the smooth functioning of the organisation, by ensuring the smooth functioning of the Internal Complaints Committee

Scope

Considering that we are an organisation that operates in different physical spaces and situations, the scope of this policy is not limited only to the Aagaaz centres, or other formal spaces where everyday work happens.

If you're meeting an associate through Aagaaz, you are representing Aagaaz. If your Social Media can be seen by other associates and/or community members, you are representing Aagaaz.

If individuals of the organisation are reaching out to/ interacting with any associate of Aagaaz, at any time, through any medium (physical, telephonic, messages, social media), the situation and conversation will fall under the scope of the ICC. This is to ensure that we are all comfortable with each other's conduct and aware of each others' and organisational boundaries.

Values that ICC upholds

The ICC upholds the Values and Mandates created by the organisation for the safe and sustainable functioning of Aagaaz. These policies are shared with and are accessible to all Aagaaz Members and Associates.

1. Organisational Values and Code of Conduct
2. Non-Discrimination Policy
3. Sexual Harassment at Workplace Policy
4. Child Protection Policy
5. Communications Policy
6. Leave Policy

Zero tolerance at Aagaaz

The ICC has a No-Tolerance policy towards the violation of certain values, and action will be taken against individuals that have violated these guidelines. This includes-

1. Non-compliance or violation of the Child Protection Policy
2. Non-compliance or violation of the Sexual Harassment at Workplace Policy
3. Violation of the Non-Discrimination Policy
4. Substance abuse, or being under the influence of substances around communities, children, and/or at work
5. Indiscipline towards work and practice that impacts the work and well-being of other individuals

List of issues outside Aagaaz's purview

1. Agreements made between associates outside the purview or jurisdiction of Aagaaz do not fall under Aagaaz's internal matter, and can not be dealt with by the ICC.
2. Criminal offences under the IPC, that may need to be directed to Judicial channels
3. Interpersonal discomfort or conflict that has no perpetrator, and that is of personal nature

Who can complain

A complaint with the Internal Complaints Committee can be filed by any individual at the organisation, if the rights of an individual have been violated.

1. In situations where a pattern is observed and a review conducted, the organisation can file a complaint against an individual that refuses to comply with important policies despite being reminded, if deemed unfit or unsafe for the work of well-being of individuals.
2. A complaint can also be filed by any individual whose rights have been violated.
3. A complaint can also be filed by an ally of the individual whose rights may have been violated.
4. In case the complainant requires assistance or advice, and brings an issue to the Safety Team, the safety team may raise the complaint on behalf of the aggrieved, with their consent.

Complaint Procedure

1. Individuals can raise an issue with the Safety Team, which consists of Pakhi, Sanyukta, and Subhadra through any communication channel, or they can email the ICC directly at icc.aagaaztheatre@gmail.com
2. If individuals raise an issue with the safety team, they will set up a meeting with the individual to discuss what the issue is and to help identify the best way to address it might be. This is a place to think through what expectations the individual might have for themselves, from the other person, and from Aagaaz. An action after this can look like a rule imposed in rehearsal, a mediation process, a sharing with the entire team, or even a fundamental shift in how we look at policies.
3. If the individual would like to file **a formal complaint**, the Safety Team will help them formulate it, and forward it to the **Internal Complaints Committee** to review.
4. Alternatively individuals can also fill up the format provided in the annexure and submit it directly.

-
5. The Committee will contact the complainant after this for a second meeting. This meeting will consist of a discussion on what expectations the complainant might have for themselves, the violator, and Aagaaz.
We are aware that expectations are not always clear nor set in stone, but we would like to create a space to make informed decisions possible.
 6. The committee will then contact the accused party to inform them of the complaint as well as allow them space to make a statement. They will also be met several times to discuss the details of the case and the best way forward.
 7. In certain situations, a mediated meeting may also happen with both the complainant and the accused present, but only in case, the complainant feels comfortable in doing so.
 8. Once the committee has made a decision, individuals will be informed of the same. Depending on the nature of the accusation, the decision could take multiple forms such as strict rules imposed for rehearsals, a mediation process, a sharing with the entire team, a break from all Aagaaz-related activities, a ban from working with minors, or even a fundamental shift in how we look at policies, among others.
 9. In case the violation is consistent with criminal conduct under the IPC, the case may be outside the purview of the Committee, and may then be required to be escalated to the Judicial System.

Confidentiality within Process

Confidentiality in relation to any active case with the Safety Team or the ICC must be upheld by all parties.

However, by virtue of operating in close proximity with each other, some information may get leaked to others in the organisation.

In such cases, it is the onus of each individual member to respect the sanctity of the case, as well as that of the individuals involved in the case. No side conversation, gossip, or discussions about active cases is allowed.

While the complainant is free to want any information withheld from the perpetrator in case they worry about its impact on their work or well-being, not naming the accused or not informing the accused of the complainant in case of a formal complaint may interfere with, and limit the Committee's capacity for intervention or action.

Assurance against Retaliation

The Internal Complaints Committee at Aagaaz has no tolerance for any type of intimidating or obstructive practice or behaviour by the accused toward the complainant, their work, or their associates.


The Complainant and accused will be advised to not get in touch as long as the case is in process.

Any third-party bias, harassment, or bullying of the complainant is absolutely intolerable and will be met with strict action from the ICC.



Flat 37, Suruchi Apartments,
Sector 10, Dwarka 110075

+91 79820 34574 

info@aaagaaztheatre.org 

www.aagaaztheatre.org 

ICC Governance

The Internal Complaints Committee is upheld by this Policy, and the current presiding members of the Internal Complaints Committee.

The list and contacts of the Internal Complaints Committee are available with the Organizational Safety Team upon request. To retrieve this information you can write at icc.aagaaztheatre@gmail.com.

The Internal Complaints Committee Policy will be reviewed annually, or as required, and the Committee (currently in rotation) will be rotated every two to five years, or as required.



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Annexure

Contacts

The list and contacts of the Internal Complaints Committee are available with the Organizational Safety Team upon request. To retrieve this information you can write at icc.aagaaztheatre@gmail.com.

The Safety Team consists of Subhadra Kamath, Program Director, Sanyukta Saha, Founder and Manager, and Pakhi Sinha, Safety Coordinator at the Aagaaz Theatre Trust. To retrieve more information on the ICC, raise any safety concerns, or to seek guidance regarding a complaint, individuals can write to them at -

subhadra.aagaaztheatre@gmail.com

sanyukta@aagaaztheatre.org

pakhi.aagaaztheatre@gmail.com

Complaint form is attached below

(Following is the copy of the forms/ formats individuals can follow to file an official complaint with the ICC. The independent form can be procured from the Safety Committee)

Sample Complaint Format

Given below is a format designed by Aagaaz Theatre Trust to assist the aggrieved individual/victim/complainant in making a formal complaint to the Internal Complaints Committee (ICC).

This format can be used by any employee who wishes to lodge a complaint of Sexual Harassment at the workplace.

Any information/details provided by the Aggrieved Individual / Complainant shall be kept confidential.

Section 1 / Details of the Aggrieved Individual:

Name	
Designation	
Contact Number	

(If applicable) Details of Complainant who is filling the form on behalf of the aggrieved individual:

Name	
Relationship with Aggrieved Individual	
Designation	
Contact Number	
Reasons for which Aggrieved Individual is unable to file complaint	

Section 2 / Details of the accused:

Name	
------	--

Designation	
Contact Number	

Section 3 / Details of the incidents:

Description of the incident	
Other details (if the incident was repeated or if a similar incident has occurred before)	
Date and Time of the incident(s)	
Details of witnesses (if applicable)	
Details of any documents available (E.g. Messages, email, letter etc)	
Details of persons contacted by the aggrieved individual after the incident (if applicable)	
Any other relevant information / comments	

Name of the Aggrieved Individual / Complainant:

Signature:

Date:

शिकायत पत्र - Sample Format

नीचे दिया गया शिकायत पत्र का नमूना आगाज़ थिएटर ट्रस्ट द्वारा उन परिस्थितियों के लिए बनाया गया है

जिसमें संस्था का कोई सदस्य खुद को गलत/ अनुचित/अनुपयुक्त व्यवहार या अन्याय से व्यथित पाता / पाती है

और उसके खिलाफ संस्था की आंतरिक परिवाद समिति (*Internal Complaints Committee*) में औपचारिक शिकायत दर्ज करवाना चाहता / चाहती हैं।

शिकायत दर्ज करने वाले सदस्य द्वारा इस फॉर्म में साझा की गई सभी बातें गोपनीय रखी जाएंग।

खंड १ - शिकायतकर्ता (पीड़ित / पीड़िता) का परिचय :

नाम	
संस्था में पदवी (designation)	
मोबाइल नंबर	

अगर पीड़ित / पीड़िता के ओर से कोई और सदस्य शिकायत दर्ज करवाता हैं, तो उस स्वरूप में शिकायत दर्ज करवाने वाले का परिचय :

नाम	
पीड़ित / पीड़िता से रिश्ता	
संस्था में पदवी (designation)	
मोबाइल नंबर	
पीड़ित / पीड़िता के खुद शिकायत दर्ज ना करवा पाने का कारण	

खंड २ - आरोपी का परिचय :

नाम	
संस्था में पदवी (designation)	
मोबाइल नंबर	

खंड ३ - घटना के बारे में :

घटना का व्याख्यान	
घटना के बारे में कोई और जानकारी जो शिकायतकर्ता साझा करना चाहे (उदाहरण - क्या ये दुर्व्यवहार पहले भी हो चुका है)	
दुर्घटना / दुर्घटनाओं की तारीख और समय	
अगर दुर्घटना के समय कोई और सदस्य वहाँ मौजूद था/ थी, तो उनकी तरफ से घटना का व्याख्यान	
घटना संबंधित कोई भी दस्तावेज़ (उदाहरण - messages , email , चिट्ठी वगैरह)	
अगर घटना के बाद पीड़ित / पीड़िता ने किसी और से घटना के सन्दर्भ में संपर्क किया हो , तो उस व्यक्ति का परिचय	
घटना के सन्दर्भ में कोई भी और ज़रूरी जानकारी	

शिकायतकर्ता का नाम :

हस्ताक्षर :

तिथि :

Undertaking for Team Members and Associates | Aagaaz Theatre Trust

Declaration of compliance to the Organisational Policy

As a member of the Aagaaz Team, and in the spirit of creating a safe, sustainable and fulfilling space for creative practice. I _____(Full Name), associated with Aagaaz Theatre Trust as _____ (Designation), residing at _____

do hereby declare that I have duly read, and have access to the below mentioned Policies and Documents.

1. The Organisational Values and Code of Conduct
2. The Non-Discrimination Policy
3. The Sexual Harassment at Workplace Policy
4. The Child Protection Policy
5. Communications Policy
6. Leave Policy
7. And the Internal Complaints Committee Policy

I also declare that I will adhere to and comply by all of these Policies and Documents during the tenure of my work with Aagaaz, to the best of my abilities.

Date:

Signature: