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## Visitor Guidelines | Aagaaz Theatre Trust

Aagaaz Theatre Trust is a registered Not for Profit under the Indian Trusts Act 1882 (registered in 2015) 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.

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 a brief Visitor Guideline of our organizational values, and policies that will help in ensuring that we are on the same page about the Aagaaz Safety Protocol during your visit.

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### Core Values

Aagaaz is an equal space, created by equal participants. We discourage participants from creating or facilitating a top-down or charitable approach to engagement. Prejudiced behaviour toward any individual or community is unacceptable at Aagaaz.

We believe that all individuals should have an equal voice and that individuals should not be discriminated against.

The physical and mental well-being of individuals is at the core of Aagaaz's work, and we believe in reflective arts practice. 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.

## Good Practice and Guidelines

1. We discourage associates to smoke/ consume tobacco in any form in/around the learning centre and in Hazrat Nizamuddin Basti
2. Substance intake or being under the influence of substances in the Aagaaz spaces and around children and community members is prohibited.
3. Taking photographs/videos of community members, children or spaces within the basti that lie outside Aagaaz's learning centre is strictly prohibited.
4. Sharing of phone numbers, social media handles or any personal information with the team members in the organisation are strongly discouraged.
5. In order to maintain our long-term relationship with the community, we recommend minimal interaction with community members (especially children) outside the learning centre.
6. We discourage any commitments or material promises made to individuals within or outside the organisation. In case you have any more questions/ ideas/ contributions, please discuss them with your point of contact at Aagaaz.
7. Please avoid bringing/ buying any gifts/ offering monetary support beyond what has already been discussed with your point of contact.
  
8. We address each other by our first names, unless specified otherwise by the person being addressed.
9. We are responsible for the maintenance of the space. Please ensure that you leave the centre the way you found it. This involves moving things back to their original place and taking care of any waste being generated in the process.
10. Keeping in mind the community and the context we work in, we are mindful to dress appropriately to ensure the focus is on the work, and individual safety can be ensured. 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
  
11. We are mindful of the limitations of space and amenities, please carry a bottle of water and anything specific you may need during the session.

## Photography and Videography

12. We have a dedicated team member in charge of videography/ photography of the event. We will be sharing the same with all concerned parties.
13. In order to maintain safety guidelines, we will discourage any other form of photography or videography. In case of an exception, please check with our team before taking, sharing, or publishing any visual documentation on social media/ websites.
14. People present at this event have full agency to opt out of any pictures or videos being taken. We would like to respect their decisions at all times.

## Documentation for personal work

15. Externals Documenting the sessions in the form of observation notes, pictures, video and audio for personal work are required to share their documentation plan and seek permission from the organization beforehand.
16. Individuals taking pictures, audio or videos for personal work must also seek oral consent from all participants that may be present for the session/ meeting and must respect the wishes of those that do not want to be included.
17. Any use of organizational data including information & observation, pictures, audio and video for the personal use of the visitor must be ratified before they are posted/ published/ submitted.

## Policy Applicable to Visitors

Aagaaz has created strict safety-related policies, not only as a government mandate, but also to substantiate the reformative practice and to foster a sustainable safe space. Therefore, all visitors interacting with Aagaaz Theatre Trust for a session, meeting, or service, are mandated by the below-mentioned safety-related policies.

Individuals must sign an undertaking stating that they have read and understood this document, and will adhere to the policies to the best of their ability during their interaction with Aagaaz and its' members.

**(The policies and undertaking are attached at the bottom of the document)**

### 1. Protection from Sexual Harassment at the Workplace

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, or the 'PoSH Act' is enacted with the objective of making the workplace safer for women by preventing, prohibiting and redressing acts of sexual harassment against them in the workplace.

At Aagaaz we extend this policy to include harassment of all genders and harassment beyond sexual misconduct, to include - physical, mental, emotional harassment or bullying.

The Act defines sexual harassment to include unwelcome -

1. Physical contact and sexual advances.
2. A demand or request for sexual favours.
3. Making sexually coloured remarks.
4. Showing pornography.
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

These actions will be considered unwelcome if the aggrieved has felt discomfort upon the commission of these acts, and/or does not consent to them.

## 2. Child Protection Policy at Aagaaz

Every child has a right to feel safe and secure and all full-time employees, part-time employees, interns, trustees, donors, volunteers and visitors have the responsibility to ensure that this protection is provided. Children should be treated with respect and dignity, and be heard as individuals. Appropriate language must be used with and around children, and ensure that situations are dealt with sensitively, with other adults from the organisation present. In addition, individuals must -

1. Never initiate physical contact with a child.
2. Never engage in sexually provocative actions or speech or rough physical games.
3. 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.
4. Never allow or engage in inappropriate touching of any kind with a child.

## 3. Non- Discrimination Policy

At Aagaaz we believe that individuals associated with us have the right to a sustainable safe place to work and practice arts. 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 their association with Aagaaz and its members.

Therefore, the following policy is inspired by Article 15, and Article 16 of the Indian Penal Code.

At Aagaaz, discrimination against an individual on the basis of their Age, Colour, Religion, Educational Background, Caste/ Ethnicity, Nationality, 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 or Bullying - physical, mental, or sexual
2. Gossiping about or Making offensive gestures, or using offensive words/ slurs against the other
3. Creating a hostile work environment by isolating and/or targeting an individual
4. Expressing negative stereotypes about particular groups
5. Other aggressive/ hostile behaviour such as speaking to someone in a demeaning way.

#### 4. Communications Policy

As mentioned above, all individuals visiting Aagaaz have to comply by the following rules of engagement.

Photography, videography, or audio recording of sessions is only allowed with prior consent, and visitors are thereby not allowed to conduct media documentation unless previously agreed upon with their point of contact at Aagaaz.

In case previous consent has been given for media release, individuals can still withdraw the consent for using their pictures/ videos/ audio/ narrative during or after the engagement, and their wishes must be respected.

Visitors must also seek permission in advance to document the session through notes etcetera that they may intend to use for personal work. Despite the organization's agreement, individuals can withdraw their individual consent if they are uncomfortable.

Visitors who have sought prior permission, and are documenting their interaction with Aagaaz for their independent work, must get their work approved by the organization before publishing/ posting any content that mentions Aagaaz, its work, or its members.

#### 5. Internal Complaints Committee Policy

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, and that the ICC Policy is applicable to all Aagaaz Associates.

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,



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physical, and psychological. This does not always make decisions easy, but we believe that all issues need to be heard and collectively thought about.

In case of violation of any of these policies, a complaint may be registered by the aggrieved, an ally, or a member of the Aagaaz team which will then be taken up by the Internal Complaints Committee. You can reach out directly to the ICC at - [icc.aagaaztheatre@gmail.com](mailto:icc.aagaaztheatre@gmail.com)



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## Undertaking for Visitors | Aagaaz Theatre Trust

### Organizational Guidelines and Policy

As a visitor at the Aagaaz Theatre Trust, In the spirit of creating a safe, sustainable and fulfilling space for creative practice. I \_\_\_\_\_(Full Name), associated with Aagaaz Theatre Trust through \_\_\_\_\_(full name or name of organization), for \_\_\_\_\_(nature of visit), and residing at \_\_\_\_\_

\_\_\_\_\_ do hereby declare that I have duly read and understood the contents of this document, including the below mentioned policies.

**(The policies have been hyperlinked. Independent copies can be acquired from the Point of Contact at Aagaaz)**

1. The Sexual Harassment at Workplace Policy
2. Child Protection Policy
3. Non-Discrimination Policy
4. Internal Complaints Committee Policy

I agree to comply with these Policies and this Document during the duration of my work with Aagaaz, to the best of my abilities.

I also understand that Aagaaz Theatre Trust reserves the right to take legal action against me if I breach local or international child protection laws.

Date:

Signature:

