

THICK & TIGHT POLICIES

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A tool to help us if we think someone is being treated badly

If you would like support to read this or to read the longer versions of our policies, please just ask us.

Thank you!

VALUES

The things that are most important to us

Thick & Tight is a queer-led dance theatre company, led by Co-Directors Daniel Hay Gordon and El Perry. After training together, we set up Thick & Tight in 2012. The company is founded on friendship, mutual respect and a desire to support and challenge each other as people and artists. Our shared love of dance and shared development as queer people is at the core of our company's values. We are both proud to be queer.

Our values:

- We aim to make work which is entertaining, accessible and challenging
- We believe all movement can be exciting if it is done with energy and intention; no dance step or style has more value than another
- We seek to achieve social, educational and institutional change within dance and beyond
- We believe that artistic excellence does not have to be founded on elitism and that art can only be better for shedding exclusionary value systems
- We create work based on thorough research and clearly communicating with our audiences
- We perform work in a variety of spaces and scales; we aim to treat our varied audiences equally
- We consciously aim to run our company with kindness, care and in solidarity with people who experience marginalisation
- We continually work towards a safe, transparent, integrated and policy-driven company structure to ensure equity and accountability
- We diversify company decision-making through regular meetings with our Advisory Committee
- We use our resources and energy to action against bigotry, for example working to be actively anti-racist, anti-transphobic and anti-ableist
- We stay open to learning from and listening to others
- We put the individual before the institution

CODE OF CONDUCT

How we expect people we work with to behave

We expect individuals and organisations we work with to:

- Treat people with kindness and respect
- Respect everyone by maintaining a professional working relationship with collaborators and venues
- Respect and adapt to people's access needs, the pace at which they work and ways they communicate. We will share access riders with you if appropriate.
- Not assume a person's identity, background or experiences, and use pronouns that have been communicated by the team/individual
- Don't discriminate on grounds of race, colour, religion or belief, ethnic or national origins, sexual orientation, sex, gender identity or gender expression, socio-economic situation, age, disability, neurodiversity, nationality, immigration status, parenthood, marital or part-time status. We will take action in response to any instance of discrimination that arises.
- Don't use offensive, derogatory, threatening or abusive language or body language
- Remain open to suggestions or requests of how you could treat someone better

We want everyone we work with to know they can talk to us and feel protected at all times.

FREELANCE POLICY

How we will work with you



Daniel Hay-Gordon



El Perry

We are Daniel and El and we run Thick & Tight. We want you to have a good experience when you are working with us, so if you have any questions you can contact us at the email addresses below.

Daniel: d_h_g@hotmail.co.uk El: eleanorperry@hotmail.co.uk

Daniel's pronouns are he/him/they/them. El's pronouns are they/them. *What are pronouns?*

WHEN YOU WORK WITH US

- We will tell you about the work you are expected to do and what we will pay you. We may send you a Letter of Agreement which includes this information and will ask you to sign it.
- We will ask you to sign a consent form to tell us if you are happy for us to use photos and film of you. You can change your mind at any time.
- We will make sure that the spaces we work in are safe and comfortable and accessible to your needs. We will talk to you if we have to use spaces that are not ideal.
- We will ask organisations we work with to read our policies, understand how we work and respect our values. We want everyone who works for us to be safe wherever Thick & Tight is working.
- We will give you a clear plan of what we will be doing in each session as soon as possible. We will give you warning if anything changes. Let us know if you have other work so we can try and be as flexible as we can.

FOR PERFORMERS

We usually create set choreography or scores which we teach you. We might ask you to play a real-life or imagined character. If we ask you to create sections of choreography, we will credit you for this. We will lead a warm-up to get ready for the work we are doing. If you would rather do your own that is fine. Sometimes we invite other people to join the warm-up, but we would check if you were happy with this first. We will make sure you are happy with the costume, hairstyle and make-up we ask you to wear. We will provide a private space for you to change clothes.

FOR DESIGNERS

We will share our ideas clearly so you know what we need. We like to work in collaboration with designers. We will credit your work wherever possible. We will give you as much information as we can about the performers you will be designing costumes for. Our Safeguarding Policy explains "safe touch". We will discuss safe touch with you, so that everyone is safe and comfortable during costume fittings.

FOR PHOTOGRAPHERS AND FILMMAKERS

Your letter of agreement will tell you how we plan to use your work. If we want to use your work for anything else, we will talk to you about it. We will credit your work and ask others to do the same.

PAYMENT

- Please send EI an invoice after working with us so they can pay you, unless otherwise mentioned in your Letter of Agreement. You can use our template invoice to make sure you include all the right information. If you do not know how to invoice, let us know and we can help eleonorperry@hotmail.co.uk
- Thick & Tight Ltd employs everyone on a freelance basis
- You are responsible for paying your own taxes and National Insurance contributions
- Please tell us if you are VAT registered. If you need any advice about any of these things, please ask us
- We will pay you as soon as possible. Feel free to remind us if you have been waiting longer than 14 days.

EQUALITY & DIVERSITY

How we work to support and treat everyone fairly

The aims of Thick & Tight:

- Create a fair and respectful environment
- Make our work and the way we work as accessible as possible
- Be clear when we talk to people we work with
- Make sure that people know how to make a complaint
- Take complaints seriously
- Support anyone who is being treated unfairly
- Always try to create a more diverse company
- Be brave! Challenge injustice to create positive change
- Employ people from different backgrounds
- Make sure that anyone can work for Thick & Tight, especially in production, management and technical roles
- Talk to performers about how their identity connects to the work
- Work with a trusted Advisory Committee to help make decisions
- Listen to criticism and change how we work if needed
- Pay fairly and value everyone's time and skill on a project
- Make sure our work involves a wide range of people both on and off stage
- Keep learning from other people and companies about how to improve and develop
- Take disciplinary action against anyone who acts unfairly towards another

Please tell Daniel or El about any discriminatory or bullying behaviour you experience when working for Thick & Tight. If Daniel or El are the problem, you can speak in confidence to someone from the Advisory Committee instead. You can find them [here](#).

Please note that when El and Daniel meet with the Advisory Committee, they look at the list above and try to improve on it. If you have any thoughts or wishes, please let them know, they would be very thankful for any feedback.

ANTI-HARASSMENT & BULLYING

What to do if you think you are being treated unfairly

We want a workplace which is safe, supportive and celebrates everyone's differences. We will make sure that everyone is treated with dignity and respect.

Thick & Tight is a queer-led company so it is important to us that everyone we work with supports queer people and others who might be likely to experience bullying for different reasons. This is sometimes called being an ally or allyship.

If we hear about bullying and harassment in our company we will treat it seriously. There is never an excuse for bullying. There are many kinds of bullying and harassment. If you would like to read some examples, please look at the longer policy or ask Daniel and El.

If you see someone being treated badly or feel you are being bullied, you can try speaking to the person or can report it to Daniel and El, a member of the Advisory Committee or a separate person from the company called a Mediator. Together, we can help you decide what to do next by talking to you and the person you say has bullied or harassed.

If you feel that the problem has been sorted, then this will be the end of the process. But sometimes Daniel and El and/or the Advisory Committee might have to investigate the problem more. You might be asked to tell us:

- The name of the person you say bullied or harassed you
- What they did
- When the harassment or bullying happened
- The names of anyone who saw it

If we find that someone has harassed or bullied someone else, we may tell them that they cannot work with us anymore. The person accused of bullying can appeal by sending us a written or recorded message.

When we get this message of appeal, we will invite you to a meeting. You can bring someone with you. We will write to you after this meeting with our final decision.

GRIEVANCE

How to tell us any worries you have when you work with us

A grievance is a complaint about something, usually about being treated badly or unfairly. If you have a complaint, make a note of it or ask us to make a note of it. We will only take the complaint further if you ask us to.

Informal Grievance

If you have a complaint, you should speak to Daniel or El. They will do everything they can to sort out the problem informally.

Formal Grievance

If it is more serious, you should let Daniel and El know what has happened in one of the following ways:

- written in an email or on paper
- a film or sound recording of you talking

Daniel and El can help you to do this if needed. d_h_g@hotmail.co.uk / eleanorperry@hotmail.co.uk

If your complaint is about Daniel or El, you can contact anyone from the Advisory Committee

Grievance Hearing

Daniel and El will meet with you to talk about your complaint. You can bring someone to support you. We will consider all the information and give you a decision in writing.

If you are unhappy with our decision, you can appeal. Someone else will listen to your complaint who is not part of Thick & Tight. Their decision is final.

ENVIRONMENTAL

How we will look after the planet

We want to take responsibility for how our work affects the environment.

Queer Ecology:

We are learning about 'queer ecology'. This is informing our environmental policy and the work that we make. Queer ecology looks at nature, biology and environmentalism from a queer perspective.

Some of the main ideas are that:

- Human beings are not better than other living things
- Words like 'natural' and 'unnatural' can be used negatively. Being queer (or different in other ways) has often been called 'unnatural' and this must stop
- There are many examples of queerness throughout the natural world
- A queer perspective might offer insight into a less damaging human impact on the natural environment

Our key environmental commitments are:

- To reduce waste and energy use
- To reuse and recycle as much as possible
- To discuss green design choices with our design collaborators
- To create work about current climate issues informed by queer ecology
- To shop less from Amazon and more locally
- To consider the environment when travelling
- To consider the impact of online activity
- To support and promote low-carbon food choices while on tour
- To comply with environmental legislation and potentially liaise with local environmental groups for guidance when travelling in new locations
- To understand and align with industry standards, using the [Theatre Green Book](#) to guide us and track our environmental impact and sustainability

DATA PROTECTION & PRIVACY

How we might keep your information online

When you visit our website or social media channels, we may collect information like your name and email address. This is not unusual and happens whenever people visit websites.

What we do with that information:

On our website, we use software from Wix.com to work out who is visiting and what they look at. This is so we can reply to visitors, improve the website, and report to Arts Council England who give us money to fund our work.

Your information is stored behind a firewall so it is safe.

On social media such as Instagram and Facebook, your information is collected by those channels. We will remain professional on social media as Thick & Tight.

When you book tickets for one of our events through a venue or organisation, the booking systems they use may collect your information.

If you want to look at, correct, change or remove any personal information we have about you, please get in touch via the Contact Form on our website. You can find it [here](#).

We might need to change this privacy policy, so please keep checking it.

HEALTH & SAFETY

How we keep everyone safe

We will do everything we can to keep you safe while working for us. You are also responsible for your own and others' safety while working. It is your responsibility to have your own public liability insurance. Ask if you need advice about this. If you are involved in an accident or become ill due to working for Thick & Tight, you must tell us.

Responsibilities

Daniel and El have overall and final responsibility for health and safety at Thick & Tight. If they are not present, then responsibility will pass to another member of the team.

Thick & Tight Insurance

Thick & Tight have Public Liability and Employer's Liability insurance with Hencilla Showtime. Please get in touch with us if you would like to know more about this.

Thick & Tight Risk Assessments

Risk assessments are created for Thick & Tight's big shows. For our other work, we think about potential hazards and how to keep people safe from harm.

First Aid

Thick & Tight do not currently have a First Aider but someone will be trained soon. We are also looking for training in Mental Health First Aid.

Fire Safety and Procedures

Unless we are working in a theatre with specific health and safety officers, Daniel and El are responsible for making sure that

- everyone knows where the fire escapes are
- somebody present knows where fire extinguishers are and how to use them

SAFEGUARDING

What we use to help us if we think someone is being treated badly

Daniel and El are responsible for making sure that everyone who works for Thick & Tight is safe from any kind of abuse. They are the Safeguarding Leads. They will make sure that everyone is clear about their responsibilities when working with people who are at risk.

If you are worried about someone you are working with, please contact Daniel first, or El if Daniel is not available.

Daniel Hay-Gordon (d_h_g@hotmail.co.uk / 07521 429 857)

El Perry (eleanorperry@hotmail.co.uk / 07887 643 591)

If Daniel and El are not available, or if your concern is about either of them, please speak to Yassine Senghor, Chair of Advisory Committee:
ytsenghor@confrontingchange.com

Safeguarding Top 8

- 1) Everyone should have a DBS (Disclosure and Barring Service) certificate, if it is needed for their role
- 2) Avoid being alone with young people or adults at risk. If it is unavoidable, make sure it happens in an open space
- 3) Get consent to share photos/films of young people/adults at risk
- 4) Store photos and films carefully
- 5) Support participants to use the internet safely, including the use of social media
- 6) When travelling, at least 1 staff member for every 3 participants
- 7) If touch is involved in any work, discuss with participants and respect their decisions
- 8) If someone shares information about any sort of abuse, take them seriously, ask open questions, make notes detailing exactly what was said, keep these notes safe, do not promise not to tell anyone but explain that you need to pass the information to the safeguarding lead. Complete Incident/Concern Record Form.