

STEDELIJK

MUSEUM

CON-
DUCT

CODE

AMSTERDAM

FOREWORD BY THE DIRECTORS

As an employee of the Stedelijk Museum you work in a special place. For an organization with a public task. Together, we are responsible for managing, caring for and, above all displaying, the art collection that belongs to the city and the people of Amsterdam. So that everyone living in or visiting the city can enjoy this art, be inspired by, touched, and even provoked by it. Either way, we hope visitors won't be left unmoved. Our collection is continually evolving and still growing. With new perspectives, with art of today or from the past. Bringing energy and dynamism to the museum. We are an inspiring meeting place at the heart of society, where we can talk with one another. Where art initiates dialogue.

The dynamics of an ever-changing collection and museum are also reflected in the organization. As directors, we are committed to creating a safe and positive work environment at the Stedelijk, despite the inherent dynamics. This is why we developed the Code of Conduct, in consultation with the Supervisory Board and the Works Council.

The Code describes how we treat each other in the workplace, and what we can expect from one another and from the Stedelijk. Spend some time reviewing the contents. At the same time, we're aware that words have their limitations. So, if you run into issues for which the Code does not provide adequate guidance, please ask your line manager for advice. Or reach out to the Stedelijk's confidential counsellor, or to an external confidential advisor.

Together, we are the Stedelijk and each of us makes a valuable contribution to the museum. Let's treat each other with the same respect we show the collection. That way, the museum will continue to be a special place, not only to visit but to work as a team.

Rein Wolfs and Margot Gerené
Directors

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INTRODUCTION

For 125 years, the Stedelijk Museum Amsterdam (SMA) has been a place where people encounter modern and contemporary art and design by artists and designers from 1870 until now. Here, museum staff, both internal and external, make the objects in the collection accessible to the public. They do this by caring for and managing the buildings, the collection, and the collection presentation (in the galleries, the storage depot and on the website), conducting research, and developing new exhibitions and public activities. To give as many visitors as possible an unforgettable experience.

The Stedelijk directors expect everyone working in or for the Stedelijk organization to contribute to our mission of providing visitors with a meaningful encounter with our collection, and with art and design as a whole. And that you do this in alignment with our five core values: distinctive, accessible, engaged, responsible and courageous.

This is only achievable if everyone feels that the Stedelijk is a safe and positive place to work, where everyone feels equally valued for their contribution. This code of conduct was created to help achieve this.

MISSION AND CORE VALUES OF THE STEDELIJK MUSEUM AMSTERDAM

MISSION

The Stedelijk is a public museum for modern and contemporary art and design. It aims to make its collection, exhibitions, and programs accessible to a broad and diverse audience. We manage and care for our collection in ways that are as responsible and sustainable as possible, to pass it on to future generations.

VISION

The Stedelijk stands for a society in which art and culture are accessible to everyone. In a world in which viewpoints sometimes seem to be getting narrower and less nuanced, we believe that art and culture can be instrumental in broadening perspectives. We actively promote this expansion through our adventurous programming and sometimes unconventional perspectives. Our goal is to stimulate reflection, inspiration, and constructive dialogue through art and, where possible, present alternative views of the world. In doing so, we invite our audiences to step out of their comfort zone.

AT THE STEDELIJK WE EMBRACE FIVE CORE VALUES:

DISTINCTIVE

The Stedelijk pursues its own path. We question the status quo, challenge prevailing conventions, and choose solutions, directions or acquisitions that are often unexpected and ground-breaking. We seek out debate and offer a platform for different voices.

ACCESSIBLE

We strive to achieve our ambition of inclusivity by ensuring the museum is both physically and mentally accessible. We work hard to make the museum's spaces as physically accessible and welcoming for everyone as we can. We integrate alternative stories into our programming more often, collaborating with groups of people who share new perspectives. In our visitor services and communication, we offer our audiences multiple entry levels. We are transparent in our actions and in our communication, both internally and externally.

ENGAGED

We are actively engaged with the city, with society, the makers, our partners, and one another. This means that we value humanity and empathy. Collaboration comes naturally to us. We embrace dialogue and place equality and mutual respect at the heart of every relationship we enter into.

RESPONSIBLE

We acknowledge the responsibilities that come with our public role. Guided by this, we treat our 'resources' with the utmost care and integrity—from the collection we manage, to the grants and other contributions we receive, to our staff and our partners. We are also mindful of our function as a role model in society and see it as our responsibility to serve as both a platform and a voice that expresses and upholds important aesthetic and ethical values.

COURAGEOUS

The Stedelijk has the courage to stick its neck out, to tackle sensitive social issues and to engage in critical self-reflection. We also have the courage to make our own decisions and to be vulnerable.

WHY A CODE OF CONDUCT?

The Code of Conduct is intended to offer clear guidelines about how we want to treat each other in the organization. And the kind of behavior you can expect from your coworkers when you work at or for the Stedelijk. The code provides an overview of rules, people and tools that can help. Everyone who works at or comes to work for the Stedelijk, temporarily or otherwise, is responsible for following the Stedelijk's mission, vision and core values. If someone doesn't act in line with these principles, you may and should call each other to account. The Code of Conduct makes sure that we do so on the basis of the same, shared agreements.

WHO DOES THE CODE OF CONDUCT APPLY TO?

The Code of Conduct applies to all salaried employees, interns, volunteers and hired external personnel of the Stedelijk. It doesn't matter which department you are in or work for. Each department might have its own specific rules, but the rules of this Code of Conduct also apply.

A SAFE WORK ENVIRONMENT: WHAT IS IT?

The Stedelijk organization is committed to providing a socially safe work environment. This means that all employees, irrespective of their job title, should feel respected by colleagues within and outside the organization, and not be subjected to bullying or harassment on the basis of their ethnic cultural background, gender identity, religion, and/or other grounds for exclusion. It's about creating a workplace where every employee is able to fully utilize their professional expertise in the performance of their job and can make mistakes without facing physical or psychological repercussions.

But in practice, things are often a bit more complicated. Difficult situations might arise, leaving you uncertain about the right thing to do. Can't figure it out? Then ask for help. There are several ways to do this. You could discuss the issue with a coworker, your line manager, or someone from Human Resources.

Another option is to reach out (anonymously) to the organization's independent confidential advisors. 'Independent' means that they're not subordinate to anyone employed by the organization. Confidential advisors have a duty of confidentiality. They won't take things any further unless you ask them to. You'll find their contact information on posters in the office and on the intranet. You can reach the advisors on their internal phone number or by email. The Stedelijk's internal advisors are Hetty Wessels and Jonathan Augustijn. You can get in touch with Hetty Wessels on 06-34338606, h.wessels@stedelijk.nl; Jonathan Augustijn on 06-43463106, j.augustijn@stedelijk.nl or both at vertrouwenspersoon@stedelijk.nl.

You can also reach out to confidential advisors outside the organization. Contact Yasar Ustuner and Lianne Banda of Bezemer & Schubad on 088-1440200 or vertrouwenspersonen@bezemer-schubad.nl.

Alternatively, you can contact the independent hotline MORES, which offers advice and support to people working in the cultural and creative sector who have or are being subjected to inappropriate behavior. For more info, go to mores.online.

Another option is to contact the company doctor and the company welfare advisor. You can request a preventive consultation with the company doctor if you want advice on preventing incapacity for work or have concerns about your health. You can find the telephone number and email address of the company doctor on the intranet (Corry, under HR forms – Arbo). HR can put you in touch with the company welfare advisor.

You can also report the issue using what's known as the reporting code. You'll find this on the Stedelijk intranet, known internally as 'Corry' (under 'HR forms'). People from outside the organization who want to make a report can find more information on the Stedelijk website on the page: about us – governance – reporting protocol.

RULES OF CONDUCT

To create the best possible work environment for everyone, we all need to agree on the positive behaviors we expect from everybody who works for the Stedelijk—such as respect and appreciation—and the kind of behaviors—such as discrimination, bullying and aggression—that we will not tolerate. We also need to have general rules of conduct so that we can tackle unacceptable conduct appropriately. Anyone who infringes the rules of conduct is in breach of a term in the employment contract that applies to all employees, interns, volunteers, and hired external personnel. This could affect your job, tenure, or contract with the Stedelijk, in the form of a disciplinary measure such as a warning or dismissal.

The rules of conduct stem from comprehensive staff discussions about workplace safety held in 2022. They reflect the Stedelijk Museum's core values (see above), the Diversity & Inclusion Code, the ICOM Code of Ethics for Museums, the Cultural Governance Code, the Code Cultuursponsoring (Cultural Sponsoring code) and the General Data Protection Regulation (GDPR). A brief description of these codes is given at the end of this document.

The rules of conduct are organized into themes: Interacting with Others, Dealing with Information, Conflicts of Interest, Using Company Resources, The Use of Alcohol, Drugs, and Prescription Medication, and Following the Code of Conduct.

1 INTERACTING WITH OTHERS

- RULE 1.1 In your actions, and in your verbal and written communication you treat others with respect, both inside and outside the organization.
- RULE 1.2 You do your best to interact and communicate with others in an equal and fair manner.
- RULE 1.3 You make sure that others, from inside and outside the organization, feel welcome and comfortable in the organization.
- RULE 1.4 You respect other people's boundaries in physical and online interactions.
- RULE 1.5 If you are personally involved with someone within the organization, please let your line manager know.

1.1 TREAT OTHERS WITH RESPECT

Everyone deserves to be treated with respect. Everybody who works in or for the organization is of equal value in carrying out the mission of the Stedelijk. Respect for others is a cornerstone of good collaboration. Collaboration with and between staff, departments and project teams is vital in the Stedelijk organization. You help each other whenever you can, even if it's not immediately in your own interest. Listen to others and try to empathize with their ideas and feelings. Try to consider the interests of the organization as a whole, as well. Be mindful that what you say or do has an effect on the other person. Communicate in a friendly, open, and constructive way whether in person or digitally. This is important when, for example, you're giving, or receiving, feedback. Treating each other with respect also means being considerate of others and their work, keeping agreements, and notifying colleagues if, for example, you're unable to attend a meeting or won't make a particular deadline. It also involves treating your coworkers' personal details with discretion. This means that you always ask someone for their permission before sharing their personal information with others.

1.2, 1.3, 1.4 SOCIAL SAFETY

Everybody who works at or for the Stedelijk organization has a legal right to a 'socially safe' work environment. In other words, a workplace that is positive and welcoming, where undesirable behavior is not tolerated. A working environment where everyone you meet in the course of your work—permanent or temporary colleagues, as well as visitors or suppliers—treats you with respect. It also means that you must not behave inappropriately or treat others disrespectfully. We all have a responsibility to be mindful of other people's boundaries. If you're not sure if someone is uncomfortable with something, don't be afraid to ask!

If you experience something that makes you feel unsafe or unwelcome, you can report it to a colleague, line manager, or to the Human Resources department. If you prefer, you can also report the incident anonymously to the Stedelijk's

confidential advisor, or a confidential counsellor outside the organization (for details, see p. 3). As the person making the report, you are the one who decides whether to take further action or not. As an employer, the Stedelijk considers it very important that confidential advisors deal with reports of undesirable behavior in a way that makes the reporter feel at ease. Even if this behavior was not intentional. The reporter's experience is always taken seriously and takes precedence over the intention of the perpetrator.

1.5 PERSONAL RELATIONSHIPS IN THE WORKPLACE

Museum staff are not prohibited from becoming personally involved with a colleague, but as an employer the Stedelijk expects permanent staff to inform their line manager of their workplace relationship. Even if the relationship involves a temporary (project) coworker, because your relationship might affect your work and the overall work atmosphere. For example, we don't want partners to evaluate, check, or approve each other's work. If necessary, appropriate work arrangements can be made, or a transfer to another part of the organization could be a suitable option. A relationship in which there is 'hierarchical inequality', for instance, between a line manager and a subordinate must always be reported (this is mandatory).

2 CONFLICTS OF INTEREST

RULE 2.1 You do not enter into a situation that might create a ‘conflict of interest’. This means you may not use your knowledge and influence for personal gain. Or for the benefit of another organization with which you are personally involved.

RULE 2.2 You ask your line manager to provide written permission to perform paid or unpaid ancillary activities if they affect the performance of your job. Or if they could harm the Stedelijk organization in some other way.

2.1 CONFLICT OF INTEREST

You must never use your position at the Stedelijk organization in the interests of yourself, your family, your friends, or companies or organizations with which you are connected. Even when you are asked to do so, and your personal decision does not appear to be detrimental to the Stedelijk. For example, you may not give a contract on behalf of the Stedelijk to a relative or to a foundation of which you are a board member. This is known as a *conflict of interest*.

Conflicts of interest are a form of abuse of power and can be highly damaging to the Stedelijk. As an employee, we ask that you pay attention to whether a conflict of interest exists or appears to exist in relation to yourself or someone else in the organization, and to deal with this properly. You must report a possible conflict of interest to your immediate line manager. If an employee does not report a situation that could be a (potential) conflict of interest, or does not disclose it, the employer considers this a violation of the Code of Conduct.

If, as an employee, you receive any benefit or financial compensation from others in relation to your job you are required to remit this amount to the museum organization. For example, if you are a cloakroom attendant and receive a tip you must politely decline it or pass it on to the Finance Department. All promotional gifts must be turned in to the HR department. These gifts will be raffled off among all museum staff once a year. Edible gifts should be placed in the cafeteria to share with your coworkers, and books should be given to the library. Gifts that are too large or expensive should be returned. Always discuss this with your line manager, even if the gift is very personal.

2.2 ANCILLARY ACTIVITIES

The term ‘ancillary activities’ (tasks carried out in addition to your job at the Stedelijk) is used when referring to different types of paid or unpaid work.

For example, serving as a board member of an association or foundation.

Or a position elsewhere as a member of a supervisory board, director, partner or shareholder. This also applies if you work for the Stedelijk as a self-employed professional and give guided tours or work as a security guard for another organization.

Ancillary activities are usually not a problem but there are certain instances in which they are. For example, if you hold a position elsewhere that is similar to your job at the Stedelijk. In that case this could give rise to a conflict of interest (see above). So, you should always report ancillary activities to your line manager and the HR department. They will determine the extent to which the ancillary activities jeopardize the performance of your job or are detrimental to the interests of the Stedelijk.

For example, you may not do business privately with parties you also do business with in the course of your job. And if your job means you are responsible for procurement you may not purchase goods or services from your own company. Anyone at the Stedelijk who influences the content of exhibitions may not act as an art dealer or compete with the museum to acquire art objects or in activities related to your private collection. For private collectors who are employed by the Stedelijk, an agreement is drawn up with the Stedelijk directors. Ancillary activities are subject to certain conditions, which often depend on your position in the organization. It may help to bear the following in mind:

- Is your ancillary position similar to your position at the Stedelijk?
- Do your ancillary activities involve dealing with the same network (individuals, companies and bodies) as your position at the Stedelijk?
- Did you gain your ancillary activities because of/through your position at the Stedelijk?
- In your ancillary activities do you use (confidential) information, (inside) knowledge or skills required for your position at the Stedelijk?

If you answered 'yes' to one or more of these questions or still doubt whether you can combine your ancillary activities with your work at the Stedelijk, discuss this with your line manager or with someone from HR. Together, try to assess the risk of a potential conflict of interest. If so, you may be able to take steps to avoid or mitigate that risk. You may not be permitted to take an ancillary position, and some ancillary positions specifically require written approval.

3 HANDLING INFORMATION

RULE 3.1 The information gained through your job at the museum must only be used in the performance of that job.

RULE 3.2 You will not use information relating to your position for yourself or others.

RULE 3.3 You will maintain the secrecy of (privacy) sensitive information or information of a confidential nature and will not disclose it to outsiders.

RULE 3.4 You will not make any public (online) statements that could harm the performance of your own job or the functioning of the Stedelijk organization.

RULE 3.5 You handle information relating to the organization carefully and responsibly on social media.

RULE 3.6 You do not publish photographic or video images of coworkers without the express permission of the person or persons concerned.

3.1, 3.2, 3.3 CONFIDENTIAL AND (PRIVACY) SENSITIVE INFORMATION

The Stedelijk has access to many different types of information and databases, such as details about the collection and suppliers. As part of your job, you may have access to confidential information such as policy documents that are still in the draft phase or information about the security of the building. If your job involves using privacy-sensitive information about museum staff or other people, you must use this data in compliance with the General Data Protection Regulation (GDPR). Misusing, selling files and databases and accessing them for non-work purposes is prohibited. In fact, leaking information is a crime. If you doubt the status of certain information or don't know how to respond to someone's request for specific data, ask your line manager for advice.

You can also take the following steps to prevent unauthorized individuals from getting hold of, accessing, or damaging (confidential) information:

- Clean desk policy: clear your desk when you're not working at it;
- Set up screen security with passwords on your computer, smartphone, laptop and/or tablet;
- Don't leave the device you are working on without closing the screen;
- Use secure (not public) Wi-Fi networks;
- Pay close attention to whom you are sending messages/documents via email (always check email addresses/addressees in cc and bcc, especially for 'reply all');
- Encrypt confidential documents;
- Use the lockable (fireproof) cabinets;

- Share information only on a ‘need-to-know-basis’, i.e. only with those it concerns;
- Gently remind each other not to leave documents lying around, for instance on the photocopier.

Use these precautions everywhere—when you work in public places or at home, not just when desk sharing.

3.4 PUBLIC STATEMENTS

Free speech is a fundamental human right. But as a Stedelijk employee you can’t just say or post anything you like on social media. Posting discriminatory or threatening statements is never permitted, either during or outside working hours. If, as a museum employee, you disagree with an internal decision or with the basis of a particular policy, speak to your line manager or reach out to a confidential advisor (see above), but never voice your complaint in public or online.

3.5 SOCIAL MEDIA

As employees, we all stand behind the Stedelijk. So, if you want to share posts about the museum on social media, you can, as long as you follow these guidelines:

- Be mindful that, as a Stedelijk employee, you have agreed to the museum’s mission, core values and Code of Conduct. Make sure that the content of these documents does not conflict with what you post on social media.
- If you want to post positive messages about the Stedelijk, that’s great. But make sure your posts don’t contain any falsehoods.
- Do not share any information or photos about exhibitions, the organization, the management or any other details that haven’t already been released by the Press Department. When in doubt, ask the press officers for advice.

3.6 PHOTOGRAPHY

Almost everyone takes photos and makes videos on their phone. But if you photograph other people, you may be violating their privacy, especially if you share those images online. If the people in a photo are identifiable, they are protected under the Privacy Act. This is why you need to ask permission if you want to make/publish photos and videos.

For example: if you photographed or filmed a coworker or visitor for a social media post or new folder, you can only use the material if the person in question gives permission. During informal gatherings at the Stedelijk—openings, receptions or staff parties—we always place a sign at the entrance announcing that the event will be photographed and/or filmed, and this content might be published.

Conversely, as a museum employee, you may be photographed or filmed by museum visitors. If you don’t want to have your picture taken you can refuse.

4 USING COMPANY RESOURCES

- RULE 4.1 You may not use company resources (see below) for any purpose other than to perform your work.
- RULE 4.2 Notwithstanding rule 4.1, you may use your own smartphone or tablet as long as you don't overdo it.
- RULE 4.3 You may not download illegal software on your work computer or laptop. Nor may you view, download and/or distribute pornographic or (sexually) intimidating, racist, discriminatory, offensive or otherwise potentially inflammatory texts and images on company equipment. Nor may you send messages via your work computer or laptop that (may) incite hatred and/or violence.
- RULE 4.4 You may only claim expenses that are reasonable and necessary for the proper performance of your job. To claim expenses, you need prior approval from your line manager. You must also show that you cannot have these costs reimbursed in any other way.

4.1, 4.2, 4.3 COMPANY RESOURCES AND PERSONAL USE

In the performance of your job you will use 'company resources': all the resources that are made available by the Stedelijk for you to carry out work-related duties. This includes equipment such as a telephone, computer, laptop, tablet, internet, beamer and photocopier. As well as: office supplies, a business email address, work clothes, access passes, access codes, tools, an NS business card, business premises, machinery, and so on. Company resources are loaned to you and must be handled with care. When your employment ends you must return all company resources to your employer.

You use company resources to perform your work. The smartphone, tablet and laptop help you to work remotely, such as from home, but these devices are the property of the Stedelijk and are primarily intended for business use. They may be used for personal use to a reasonable extent, providing this doesn't interfere with your daily tasks for the Stedelijk. Misuse, such as downloading software, and high data consumption for personal use, is prohibited.

If you want to take certain documents home to continue working on them, you need to ask permission. For example, because it concerns confidential or (privacy) sensitive information. And if you work from home or in a public place (on the train, or in a library) you must make sure that the server and network connections meet the security requirements. So, if you're working for the museum, do not use public Wi-Fi. As the user, *you are and always remain responsible* for the use of company resources, also when you use them outside the museum building.

More information on the use of information and communication technology resources is contained in our Information Security Policy. This can be found on Corry under ICT.

4.4 EXPENSES

You can only reclaim expenses from the Finance Department that you incurred while working for the Stedelijk and that haven't yet, and will not be, reimbursed in any other way. The expense claim regulations (see the Guide on Corry under HR forms) contain clear rules about the reimbursement of expenses and the conditions that apply. Claims are subject to a special administrative procedure, which you must always follow.

5 THE USE OF ALCOHOL AND DRUGS, AND PRESCRIPTION MEDICATION

RULE 5.1 You are not permitted to consume alcohol or use drugs during working hours. The exception is special events when you may consume a small amount of alcohol.

RULE 5.2 If you are taking prescription medication report it to your line manager for your safety and that of your coworkers.

5.1 ALCOHOL AND OTHER DRUGS

You may not drink alcoholic beverages during working hours. Or be under the influence of alcohol when you come to work. You are permitted to consume alcoholic beverages during special occasions such as exhibition openings, staff parties and excursions and staff receptions. You must never drink to excess. Staff who drink too much, behave inappropriately, or put themselves or others at risk of harm will be held to account. In the worst-case scenario, Security will remove you from the event.

If you are attending an event outside of working hours where patrons and contacts of the Stedelijk will be present, or where you are representing the Stedelijk, you are expected to consume alcohol responsibly. If alcohol consumption in your private life affects your job performance, you will be held to account.

The possession and use of drugs during or before working hours is always prohibited. This can lead to immediate dismissal.

5.2 PRESCRIPTION MEDICATION

If you are taking medication that could affect your work performance or put yourself or others at risk of harm, you must notify your line manager. You are obligated to report the use of any medication that might cause drowsiness, making it harder for you to drive, move artwork, or perform other tasks. You can also tell the company doctor about this first so that they can assess whether there is a risk of (unsafe) situations that your line manager should be aware of. Important: your line manager only needs to know the possible effects that taking this medication may have on your work. The Stedelijk organization never keeps a record of *which* medication a person is taking.

6 FOLLOWING THE CODE OF CONDUCT

- RULE 6.1 You make sure that you comply with the Code of Conduct and make sure others do the same.
- RULE 6.2 If you suspect another museum employee of infringing the Code of Conduct, you are responsible for reporting this to your line manager and/or the HR department.
- RULE 6.3 If you suspect someone of infringing the Code of Conduct, talk to your line manager and/or the HR department, or an internal or external confidential advisor.
- RULE 6.4 For directors: they must always report (a suspected) infringement to the HR department.

6.1 – 6.3 DISCLOSE: DISCUSS AND REPORT

The rules in this Code of Conduct are intended to help guide your actions and those of others in the workplace. It is important that coworkers feel confident in calling each other to account if it seems that rules aren't being followed. But it's not always clear if that's the case. Sometimes you're not sure. It is helpful to discuss such situations and, together, compare them with the rules of the Code of Conduct. This can help you to assess a difficult practical situation properly and learn from it. If you suspect an impending irregularity, talking about your concerns could help to prevent it from happening. An irregularity—or a violation of integrity—occurs when an employee infringes the organization's Code of Conduct. See below under 'Prevent breaches of the Code of Conduct'.

Do you have any questions or concerns about following the Code of Conduct? Or are you faced with a violation of the Code of Conduct? There are various ways you can report this. Choose whichever you feel most comfortable with. Your first step could be to talk things through with your coworkers or line manager. Alternatively, you can also speak with your line manager's supervisor. Another option is to discuss the situation with the HR department or get in touch (anonymously) with the Stedelijk's confidential advisor, or with an external confidential counsellor. Confidential advisors have a duty of confidentiality and will only act on your report if you give your consent. The most important thing is that you report your concern, no matter how large or small, and not let it weigh on your mind. By talking it through with someone else you can often find an appropriate solution.

It's also important to keep talking to each other in groups, departments and (project) teams. Your line manager should initiate this kind of open dialogue, but if you or your coworkers feel the need for a group discussion, you can always suggest it.

PREVENT BREACHES OF THE CODE OF CONDUCT

What happens if someone is found to have actually violated the code of conduct? In that case, the person is failing to meet the obligations of their employment contract. This can qualify as a 'culpable act or omission'. This means that, in its capacity as your employer, the Stedelijk Museum can take disciplinary action against you. This might be necessary to protect the organization and (other) employees. Dutch labor law obliges the employer to handle the matter carefully and fairly.

DISCIPLINARY ACTION

If, following an investigation, the Code of Conduct appears to have been breached and/or culpable conduct or omissions are involved, the Stedelijk directors will have to take disciplinary measures. Depending on the seriousness of the breach, this could be an official warning, a pay sanction, demotion (you are given a role with less responsibility), suspension, termination of the employment contract or immediate dismissal. If a criminal offense has been committed, the employer will file a report with the police. A criminal investigation may then take place at the same time as the disciplinary investigation.

THE BASIS FOR OUR RULES OF CONDUCT

DIVERSITY & INCLUSION CODE

The Stedelijk applies the Diversity & Inclusion Code: a Code of Conduct drawn up by and for the Dutch cultural and creative sector. The Code serves to promote diversity in the workplace, improve accessibility for visitors and address human differences in the best possible way. So that as many employees, entrepreneurs and visitors to the museum as possible feel at home, valued, respected, and heard.

The code is structured around five core principles (rules) that help organizations like the Stedelijk to effectively shape and promote diversity and inclusivity. You can read the full D&I Code on Corry- Guide-Ethical Compass and on the website codedi.nl.

ICOM-CODE

The International Council of Museums (ICOM) is an international organization of museums and museum professionals. Since 1986, ICOM has published a Code of Ethics for Museums (the ICOM Code), which provides guidelines on the proper behavior of and in museums, with moral principles that are applicable to museums worldwide. The Code also provides guidance in areas where national legislation falls short. The code consists of eight principles that focus on the role of the museum in society, and on the professional standards expected of museum employees.

You can read the full ICOM code on Corry- Guide-Ethical Compass (in English and Dutch) and on the website icom.nl. You will also receive a copy when you start working for us.

CULTURAL GOVERNANCE CODE

The Cultural Governance Code is a set of rules that the Stedelijk—like other organizations in the cultural sector—uses as an instrument for the management and governance of the organization. Good *governance* (the way an organization is run) plays an important role in the trust that society places in cultural organizations such as the Stedelijk and is essential for a healthy cultural sector in general.

The Code consists of eight principles (rules). By adhering to them, people can be confident that the Stedelijk is managed carefully and responsibly, that good supervision is exercised, and that the museum is aware of its role in society and acts with integrity. Moreover, the Code provides guidance in dealing with complicated situations such as in the case of conflicts of interest (see above under 2). You can read the full Cultural Governance Code on Corry-Guide-Ethical Compass and download it (in Dutch and English) on the website cultuur-ondernemen.nl

CODE CULTUURSPONSORING

The Code Cultuursponsoring (1999) outlines the rules of conduct for all parties involved in sponsoring cultural activities. It can be used to create clearly formulated sponsorship agreements. Cultuur+Ondernemen, the knowledge platform for the Dutch cultural and creative sector, investigated whether there was a need for a new cultural sponsorship guide. But many aspects are now included in the Cultural Governance Code. However, there was a need for tips on how to cultivate rewarding sponsor relationships, which gave rise to this handy guide: [Goed voorbereid van start met de sponsorenwerking](#).

You can find the code (Dutch only) at cultuur-ondernemen.nl/storage/media/Code-Cultuursponsoring-1999.pdf.

GENERAL DATA PROTECTION REGULATION (GDPR)

The General Data Protection Regulation (GDPR) sets out the most important rules for how we handle personal data in the Netherlands. Governments, businesses and associations, including the Stedelijk, must comply with it. This regulation makes it easier for citizens to know which of their personal details

are collected, how long they are stored, and with whom they can be shared. The Stedelijk designs its systems and processes in strict compliance with the GDPR and handles employees' and visitors' personal details with care. As an organization, we are transparent about how we process this data and are prepared to be accountable for this to all our stakeholders.

More information about the GDPR can be found on the website autoriteitpersoonsgegevens.nl.

FINAL WORDS

Fortunately, in practice, it rarely has to come to that. The most important thing is that you don't get stuck if something bothers you, no matter how big or small. Of course, it's also important to listen to feedback from coworkers and others who work for the Stedelijk—and (have the confidence) to ask for it.

Take care of each other by regularly checking to see if the other person has questions, concerns or doubts. This way, we take collective responsibility for creating a workplace in which everyone feels comfortable. And in which everyone tries to prevent problems and, if that doesn't work, has the courage to discuss them openly.