

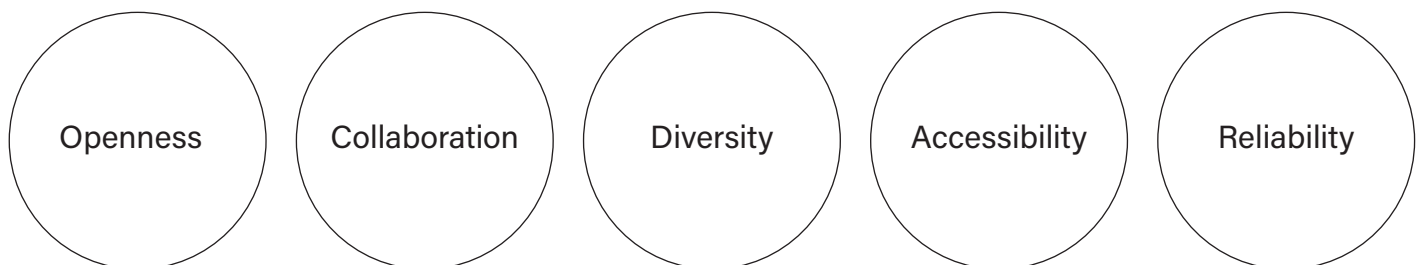
Ethical Principles and Best Practices



WOK

We have prepared an Ethics Map to help everyone, working at and collaborating with WOK, understand the essence of the desired behaviours and conduct. It provides us with useful guidance, illustrates our understanding of selected concepts, and allows us to make our own judgements. It defines the core values on which cooperation and interpersonal relationships at WOK are based. We recognise that this document is neither exhaustive nor definitive. Preparing for every situation that might present an ethical dilemma is impossible. In defining the following notions and proposals, we wanted to send a clear message to the WOK community: this is the kind of institution we want to create, and this is how we want to live and work together.

Our culture and practices are inspired by the following values:



These values are the foundation for our rules of conduct and our operations. They shape our enduring ethical culture. They are our DNA of sorts.

Our Ethics Map sets out rules for interaction in three areas:

(1)	Organisation (WOK)	A person working at WOK
(2)	A person working at WOK	A person who works at WOK
(3)	Organisation (WOK) and people working at WOK	Other people, organisations, and external stakeholders

The objective of the Ethics Map is to warrant an environment where freedom, creativity in action, and freedom of expression are exercised in a responsible, cautious, and ethical manner, respecting the fundamental rights (including dignity) and freedoms of all those working with and at WOK.

In developing these principles, we have also sought to ensure that appropriate, effective, and efficient management controls are in place.

The ethics map is designed to counteract:

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| (A) | Corruption—understood as the abuse of a public position for private gain. Corruption includes paid favouritism, nepotism, and the misuse of a person’s authority to gain an advantage; |
| (B) | Bribery—understood as the giving, receiving, or soliciting of a pecuniary or personal advantage; |
| (C) | Theft of public property or public funds; |
| (D) | Falsification of accounts and conversion of funds derived from corrupt activities; |
| (E) | Abuse cooperation and communication within and outside the WOK; |
| (F) | Exclusion; |
| (G) | Professional/creative/intellectual/sexual/emotional exploitation. |

WOK
ETHICAL
MAP

(WHO WE ARE)

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- We are proactive—we inquire into other people's needs and expectations.

 - We are attentive to others.

 - We are open to partnerships and networking in order to enhance the potential of the arts, culture, and research community.

 - We partner with individuals and organisations, focusing on a common goal and shared processes.

 - We are diverse and support the diversity of others.

(HOW WE WORK)

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- We carry out inclusive activities.

 - We are guided by the principle of social justice.

 - We operate at the highest level of expertise and competence. We are committed to what we do.

 - We practise good communication:
we listen actively;
we take responsibility for our words;
we give feedback, we do not judge;
we show empathy when we talk to each other;
we believe in the good intentions and sincerity of the person we talk to.

 - We share resources and knowledge.

 - We design our processes we run to include others and interact with the immediate environment.

 - We formulate project frameworks that are inclusive of diverse audiences.

 - We create an inclusive linguistic reality and believe in the value of changing the culture of language.

 - We look for ways to increase the accessibility of our activities.

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- We accept weakness, but we do not accept mediocrity.
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- We respect leisure time and the right to rest.
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- We take care of our emotional, physical and mental health; we maintain a work-life balance.

(HOW WE WORK TOGETHER)

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- We do not condone physical or psychological violence.
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- We respect ourselves and each other. We care for each other.
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- We do not accept discrimination or exclusion.
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- We want to cooperate, not compete.
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- In working together, we take into account the abilities of different individuals and groups and the barriers they may face.
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- We agree that not everyone can act, think, and feel as we do or work at the same pace. We accept that different people have different capacities.
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- We welcome individuals to work with us regardless of their personal characteristics and opinions.
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The map has been developed by WOK employees and its partners and collaborators.