

2. CODE OF CONDUCT – RESPECTING BOUNDARIES AT RCA

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As described in the vision text, the Royal Conservatoire Antwerp (RCA) is a learning community of students, teachers, staff and managers. All are expected to have an open attitude towards all forms of diversity and a commitment to embrace and enrich the intercultural learning community. All this is in line with the values of AP University College: AP is ambitious, passionate, genuine, respectful and open. In order to manage this, agreements and good communication are necessary. For staff, this code of conduct is in line with the [work regulations](#), and the [regulations of discipline](#). For students, it is in line with the [education and exam regulations](#) (OER). This code of conduct is a snapshot with specific points of attention for the coming period, which has been established via a focus group with staff members and students of the Conservatoire. It is a dynamic document that will be revised at least once a year and supplemented with new points for attention.

Dealing with each other.

Exploring boundaries is inextricably linked to art education, but may never give grounds for cross-border behaviour. As described in the vision text, we do not want to merely lay down cross-border behaviour in law, but recognise that the interpretation depends on personal and cultural values and views. In this we follow the VLHORA Charter on Cross-Border Behaviour.

If cross-border behaviour is reported, the Conservatoire will always take action. This can range from mediation to initiating disciplinary proceedings and taking legal action.

You can find out how to report cross-border behaviour in the Step-by-step plan.

The list specified below is not exhaustive, but concretises the values of the vision text in a few practical examples.

- Sexual cross-border behaviour, stalking, discrimination, racism, harassment and intimidation belong to the domain of criminal law. Victims or witnesses can submit an official complaint with the police or the public prosecutor's office. In view of the fact that these are serious crimes, we recommend reporting the facts in any case through the channels described in the Roadmap. Some forms of intimidation are: bullying, insulting remarks, misplaced jokes, threats, unwanted attention.
- We do not tolerate any form of abuse of power.
- As a group, we watch over group dynamics together, and are sensitive and alert to partiality and exclusion within a group.
- We are always polite and courteous. We are attentive and respect everyone: colleague, fellow student, teacher, employee, manager. We respect everyone's individuality (origin, skin colour, religion, gender, sexual orientation, disability, age, social background, ...), role and position within the organisation.
- Students and lecturers are aware of the risk of mixing professional and private relationships. Everyone respects the privacy of the other. Every staff member and student has a duty of discretion. Sensitive and/or private information is not shared when this is not necessary.
- Teachers or staff members communicate the decision of the Examination Board; they never communicate any information other than that which was jointly decided on in a personal capacity.
- Students and lecturers are careful in communicating with each other. They deal with what is discussed in lessons and meetings and follow up communication via e-mail (AP e-mail only). It is not desirable for private and professional communication to be used interchangeably as this damages the safe learning environment and violates the Privacy Law (GPDR).
- At the beginning of the academic year, lecturers explain their way of working to each student/group. In this way, the student is given room to respond to this, so that they can work with clear agreements. Agreements are made about this:
 - how they will communicate so that this is acceptable and possible for everyone in the group.
 - how one can indicate that one feels uncomfortable in a certain situation.
- Everyone is vigilant about socially compulsory alcohol consumption. Alcohol consumption can take place at a festive moment such as student parties, proclamations and after show times or concerts in the appropriate catering establishments, but not within the context of the learning and feedback environment.

- Smoking (also e-cigarette) is prohibited by law everywhere on the arts campus except in the designated smoking areas.
- Students can never be obliged to take part in activities that are not part of the curriculum.
- Students and teachers are prepared and on time in the lessons, rehearsals and projects. Everyone respects the timing, the lessons/rehearsals begin and end punctually.
- In the event of absence, all those involved are informed.
- Everyone pays attention to his/her personal hygiene. This is important, both for yourself and for the colleagues and students you work with.

Dealing with the environment.

Ensuring safety and respect for the environment is everyone's shared responsibility.

- Respect safety agreements at all times.
- It is forbidden to enter the roofs, with the exception of the wooden roof terrace at room 501.
- Keep corridors clear so that rapid evacuation is possible and no one falls or gets hurt on the way out.
- Never close or block emergency exits.
- Always ask permission and report rehearsals and lessons outside. If you work outside the house without prior notice, you are not insured. In that case RCA is not responsible for any damage or loss. If it concerns a class trip, this must be reported in advance and specific rules apply.
- Classes always take place in rooms made available by RCA. If they take place elsewhere, they can only take place with the agreement of all parties involved and without obligation.
- For external projects or lessons to be paid to external parties in RCA premises, a rental contract must be concluded in advance.
- You always close windows and doors and turn off the lights. We do not want any unwanted visitors in the house.
- Tidying up rubbish and putting everything back in place shows a minimum of respect for those who use the room after you and for our cleaning, kitchen, production and maintenance team.
- We take the utmost care with the available materials (pianos, chairs, curtains, tables, pupiters, cables, sound installations, microphones, ...) and put everything back where it belongs. Do not put anything on the pianos. Pianos do not stand near the heating and are closed when leaving the room.
- If you notice new damage or a new defect in a room, report this immediately to the reception before the activity starts.
- Always store personal belongings in a locker, do not leave them lying around in the building.
- Keep the changing rooms tidy and hygienic.