

Last updated: 30/3/2023

BROCCOLI HANDBOOK

1. Introduction/Welcome

1.1 What is a code of conduct and why do we have it?

A code of conduct is a way of formalising the expectations Broccoli has when working on projects.

These expectations extend to and include Broccoli team members themselves, and are based on a combination of good working practice observed from within and outwith the arts and learning from experiences where a clearer set of boundaries and process would have been beneficial. As such, it will be reviewed regularly in line with project delivery.

Those engaging with the company on projects will receive a copy of this handbook, which includes a code of conduct and other details about the company as a point of reference for procedures.

1.2 Introduction to Broccoli Arts

Broccoli Arts is a producing company, supporting work for and about lesbian, bisexual and queer women.

We're a team of two (Eve Allin and Salome Wagaine), working across page and stage, supporting writers and makers in performance and literature. We produced Eleanor Tindall's debut play *Before I Was A Bear* at the Bunker Theatre (Nov 2019), which saw Elly nominated for Stage Debut Awards Best New Playwright 2020. Winning in that category was Temi Wilkey, who we worked with on *Kingdom* co-written by her and Celine Lowenthal (Camden People's Theatre, Oct 2018). We are also producing Bruntwood Prize-shortlisted play *Salty Irina* by Eve Leigh, whose last play, *Midnight Movie*, was on at the Royal Court Theatre. Our creative writing newsletter, Florets, platforms early career writers across both nonfiction and short stories: Joanna Pidcock, who contributed to the 2020 season, was shortlisted for the Fitzcarraldo Essay Prize 2021.

2. Broccoli origins and aims

2.1 Origin of Broccoli Arts

Broccoli was established as a pilot project through an ACE Project Grant in 2019. At the time, Salome was working on two R&Ds of shows centred around queer women

(*Salty Irina* and *Kingdom*), which she'd heard often don't sell as well as other shows. In short, it exists to plug an audience development gap, while also aiming to be ambitious and experimental with regards to artform and presentation methods.

2.2 Manifesto/Vision

These were the initial aims as stated on the first project grant application:

- To develop, present and produce work across artforms catered to and made by lesbian, bisexual and queer women (LBQW);
- Conduct research and findings as to why LBQ-centred work often sells less well and has a smaller audience than work centred on gay male themes;
- Adopt a marketing strategy that ensures the reach of the works presented under the Broccoli banner;
- Create artistically ambitious new work.

Broccoli's mission is driven by the fact there still seems to be a lack of works with longevity in the theatre sector that are about the interior lives of women who aren't in romantic/sexual relationships with men.

The origins of the company's name stem from queer folklore around Sappho and her followers on the isle of Lesbos. According to legend spread on tumblr in the early 2010s, they wore garlands of broccoli, resulting in women exchanging broccoli with their female admirers in the 1910s-50s. There are [debates as to the accuracy](#) of the translation that led to tradition, but this act of turning something ordinary into a queer signifier was interesting enough it felt like a good name for a company. Also, broccoli is tasty and it's a nice sounding word.

3. Company information and contact details

3.3 Company structure

Broccoli Arts was founded by Salome Wagaine in May 2019.

Core Team:

Salome Wagaine	Producer	Freelance
Eve Allin	Co-Producer	Freelance

3.4 Co-producer introductions

3.4.1 Salome Wagaine - Founder

Salome Wagaine set up Broccoli in May 2019, building on her experience as an administrator and independent producer. She was previously Project Manager for Diverse Actions (managing a £498k grant from ACE) and Programme Manager for Season for Change. Having sat on panels selecting new work and commissions for Diverse Actions, as well as being a reader for Soho's Verity Bargate Award and previously Artist Development Associate at Chisenhale Dance Space, she has a track record in artist development, creating and coordinating opportunities and complex budget and programme management.

Responsibilities include:

- Artistic Policy of Broccoli
- Budget Advice
- Strategy development
- Florets co-editor

3.4.2 Eve Allin - Lead Producer

Eve Allin began as Assistant Producer for Broccoli in June 2019. In May 2020, she moved into a Co-Producer role as the company began to grow. She is a freelance producer and writer. She produced 'small myth' at the VAULTS festival in collaboration with Charlotte Fraser and Holly Robinson in early 2020. She is also Associate Producer on Jaz Woodcock-Stewart's 'Civilisation'. As Programme Coordinator for Bedales Events in Hampshire, a 280 seat multi-disciplinary venue, she programmes emerging artists and educational work. She co-founded an experimental feminist company 'Nettle Theatre' where she works as a producer, writer, and performance maker.

Responsibilities include:

- Artistic Policy of Broccoli
- Developing the company's business planning
- Fundraising + Sponsorship
- Budget Setting & Control
- Strategy development
- Marketing/Audience Development
- Florets editor
- Line producing Broccoli productions
- Artist Management
- Budget Monitoring
- General day to day running of the Company

3.5 Contact details

Broccoli Arts Limited is a company limited by guarantee.

Registered Company no: 12018920
Registered Office: 36 Corker Walk,
London,
N7 7RH

Web site: www.broccoliarts.co.uk
Email: broccoliarts@gmail.com

4. Broccoli Working Practice

4.1 Communication and working hours

4.1.1 Our regular working hours are generally 9.00am – 5.00pm, two days a week. We regularly check our inbox but it might take us a little while to get back to you, as we both only work freelance/part time for Broccoli. When in production and touring the hours are more flexible.

4.1.2 We like to communicate via email in the first instance. For longer chats, we will arrange an online meeting via our Zoom account. We have live transcription enabled for all of our meetings. We are keen to meet any further access requirements you might have, please just let us know via email.

4.1.2 If we arrange to have a face to face meeting, we will host you at Soho House.

4.2 Invoicing and payment terms

4.2.1 We will always aim to pay our collaborators at least Equity rates, if not above. If you have a day rate that we have not met, please let us know.

4.2.2 You will be paid as and when an invoice is received in line with contractual agreements. We do a payment run every Friday and so will aim to pay you within a week of receipt of invoice.

4.2.3 We often work on a project to project basis, and so we ask that you invoice us within two weeks of receiving a contractual agreement.

4.2.4 An invoice is a bill that details your services and their cost, and therefore what Broccoli owes to you.

In order to invoice us you will need to include the following:

- Your full name and address (eg. Eve Allin, A Given Road, City, NW2 1PN)
- Your email (eg. broccoliarts@gmail.com)
- Broccoli's name and address: 36 Corker Walk, London, N7 7RH
- Number your invoice so we can track our payments to you
- The date you sent the invoice
- Your payment details (Account number and sort code)

4.2.5 Please note that you are responsible for your own tax and National Insurance

4.3 Mutual respect

4.3.1 At Broccoli we expect professionalism, honesty, and respect from each other. This applies to our working relationship, as well as our relationship with collaborators. We will hold ourselves to this code of conduct, paying particular attention to our Broccoli Policy (6).

4.3.2 This can manifest in a number of different ways, for example it might include:

- not emailing outside of working hours
- respecting personal boundaries
- completing tasks on time, should they have a given deadline

4.3.3 Just as our collaborators should expect this from us, we should also expect it from them. By reading this code of conduct, we hope that it is clear how Broccoli works and that we will endeavour to uphold these standards across our company.

5. Freelance Engagement Terms

5.1 Terms and Conditions of Engagement

5.1.1 What we expect from you

5.1.2 Trade Unions and Fair Practice

In order to reasonably ensure that contractors obtain their full rights within the contract and the law, Broccoli believes that all contractors should have a representative organisation to speak on their behalf as and when they feel necessary. The company encourages all company members to be a subscriber to their appropriate trade union if they so wish.

5.1.3 Fees and fair pay

Any professional working with Broccoli can expect to be paid a fee that compensates them for their time and expertise. Currently, we set our rates at an ITC minimum. If your fee ends up being less than this, please flag this to either producer as soon as possible.

5.1.4 Grievance procedure

This procedure is intended to assist in resolving issues arising from a discussion or complaint that the contractor has in relation to their contract with Broccoli. In the first instance every attempt should be made to resolve any grievances by informal discussion with the line manager.

Only if informal discussions have been exhausted should the following procedure be used:

- The grievance is put in writing to the line producer
- The matter will be discussed and a written reply given within ten working days of receiving the written grievance

5.1.5 Misconduct procedure

Misconduct exists on a spectrum of behaviour that would fall outside the expectations the company would have for those working on projects, and associated with Broccoli's legacy.

Examples of gross misconduct are:

- Physically assaulting a member of the company
- Serious acts of dishonesty involving Broccoli's finances
- Failure to attend an interview under the disciplinary procedure
- Being drunk and disorderly or under the influence of drugs during the course of duty
- Breaching statutory safeguarding policies while working with participants

This list is not exhaustive.

In the event of (gross) misconduct taking place or being alleged, the respective company member will receive written correspondence outlining the procedure. For cases of gross misconduct, this will include immediate suspension from the project on full pay until investigation can happen. For any disciplinary interviews or meetings, Broccoli will provide at least five working days' notice before they take

place. The company member is entitled to have someone, such as a trade union rep, present at such a meeting.

As a team of two currently without a board, grievances or complaints relating to misconduct should be flagged to the producer not designated as 'Line Producer' at time of contracting and working with one another. The grievance and misconduct procedures are being reviewed in line with our governance plans and so will be updated by September 2021.

5.1.6 Intellectual property

At the time of contracting, Broccoli will include information about ownership of intellectual property and any licensing thereof to ensure all parties are aware and are comfortable with their contributions. During the development of a work, we understand that involvement may differ from the initial expectation, so we are happy to reconsider this, and crediting information in terms of role title and royalties, where appropriate, upon presentation and/or remounting of a work.

5.1.7 Crediting

Broccoli will provide details around crediting, including funders, wording and logos where appropriate, at time of contracting. Should details around credits change, we will update team members of this. Accurate crediting means that we are thanking the right people for their support to make the work happen, and in turn means we are more likely to get further support for new work in the future.

6. Broccoli Policy

6.1 Equal Opportunities

6.2.1 Broccoli is committed to maintaining an equal opportunities policy both in freelance engagement and provision of services.

This policy applies without regard to gender, race, colour, ethnic or national origin, religion, ability, history of illness, politics, age, marital status, family responsibilities or sexual preference. This list is not exhaustive.

6.2.2 Casting should avoid stereotypes of race, gender, disability or sexuality and always be considered as the most visible presentation of the policy of the company with regard to personnel.

As such it should promote positive images of recruitment and all those involved in creating productions should be made aware of company policies in this respect.

6.2.3 Broccoli strives to have an active equal opportunities practice which covers and influences the programme of work, engagement of personnel, monitoring, recruitment policies, training, composition of permanent Broccoli team, marketing of and access to the work.

6.2.4 All Broccoli company members, and any person who engages with the company will be briefed on the policy and must agree to apply it in practice.

This policy is deemed to be incorporated in all contracts agreements.

6.2 Safeguarding

6.2.1 Broccoli asks that everyone who engages with us is aware of sensitive subjects that may arise in rehearsal rooms, company meetings, selection panels, or productions. This is not an exhaustive list.

6.2.2 We ask that you consider the impact of raising sensitive subjects. If you feel it is necessary to do so, consider an appropriate way to do this. This may include consulting with Broccoli in advance, giving content warnings or giving people the chance to step away if they need to. Broccoli will always aim to support artists however they need when dealing with sensitive material.

6.2.2 Those who engage with Broccoli must not harass, bully or intimidate other artists for reasons related to one or more of the protected characteristics. Such behaviour will be treated as potential gross misconduct under the Company's disciplinary procedure. Those who commit serious acts of harassment in a Broccoli space may also be guilty of a criminal offence.

6.2.3 Artists should draw the attention of a Broccoli company member to suspected discriminatory acts or practices. Artists must not victimise or retaliate against an artist who has made allegations or complaints of discrimination or who has provided information about such discrimination. Such behaviour will be treated as potential gross misconduct under the Company's disciplinary procedure. Broccoli company members and any other artist should support colleagues who suffer such treatment and are making a complaint.

6.3 Accessibility

6.3.1 All public facing written communication will be presented in an accessible format. Broccoli will always use size 12 or above and an easy to read font, such as Arial. We will provide a large print and/or audio version of any written communication on request.

6.3.2 All company meetings carried out via Zoom will include a live transcription that can be accessed by any participant. Broccoli will provide any further access requirements as needed (for example, if a BSL interpreter is needed). All public events (online) will include live transcription and a BSL interpreter. All public events (in person) will include a BSL interpreter.

6.3.3 Broccoli will create an accessible social media profile by providing alt text for images, prioritising written content over emojis, and avoiding unicode characters. If at any point Broccoli releases content that is not accessible, we encourage users to let us know and we will always look to find an accessible alternative.

6.4 Transparency of process

6.4.1 Broccoli will be transparent about significant decision making wherever possible. It is important that Broccoli company members open up decision making processes, for example our seed commissions were decided by an external panel that was chosen via open call.

6.4.2 Broccoli will aim to give feedback to artists if it is requested. We acknowledge that unsolicited feedback is often not wanted or helpful, but are more than willing to share our thought process when it is required.

6.4.3 All of Broccoli's decisions are guided by our vision (2.2) and our collective objectives (2.3). Broccoli will ensure that our Equal Opportunities policy (6.1) will inform our decision making where appropriate.

6.5 Accountability

6.5.1 Broccoli and everyone who engages with us will be accountable to this code of conduct/handbook. That means acknowledging our mistakes when we make them and working to rectify them. Broccoli company members will support anyone who engages with us to call out our mistakes. We also encourage our artists to learn from their own mistakes in a positive, honest way.

6.5.2 We will support our artists through training, discussion, access to research materials and time or signpost towards these opportunities where appropriate. Broccoli company members will actively demonstrate our commitment to equality and our own accountability. We ask those who work with us to do the same.