

Delft Improv Group Code of Conduct Adopted on 27-11-2025

Introduction

This code of conduct includes the guidelines on the desired behaviour within Delft Improv Group, hereinafter referred to as DIG.

The code of conduct consists of the following sections:

- 1) Scope
- 2) Definitions
- 3) Principles
- 4) Conduct during scenes
- 5) Alcohol and drug policy
- 6) Confidential (contact) persons and contact points
- 7) Reporting procedure and sanctions

Within DIG, we want every member to feel comfortable and safe. To ensure that everyone feels at home in our association, this code of conduct sets out the culture that belongs to our association and the rules that must be observed to this end. The code of conduct applies to all members: together, we ensure a pleasant and safe culture within the association. In this way, we make clear what we expect from each other.

You may come across a situation that is not explicitly mentioned in the rules of conduct, but which you find annoying. Even then, it is important to speak to the people involved, or discuss this with a confidential (contact) person or the Board.

[Trigger warning: this document refers to various forms of unwanted behaviour, including sexual transgression]

This document is based on the Utrecht University Code of Conduct template.

1. Scope

- a) The code of conduct applies to everyone who is a member of DIG; in addition, the code applies to everyone present during an activity organised by DIG (including jams, shows, and any other activities, also when organised in cooperation with other parties).
- b) This code of conduct is in line with and in addition to the existing regulations and statutes of DIG.

2. Definitions

Inappropriate behaviour	A behaviour, expression, act or omission that has negatively perceived physical, psychological or social consequences. In any case, this includes (sexual) harassment, discrimination, aggression, violence and bullying.
Harassment	Inappropriate behaviour, whether verbal, non-verbal or physical, that has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, humiliating, unsafe and/or offensive environment. Examples of harassment include: • Putting unacceptable pressure on someone; • Abusing a position of power in relation to career and promotion opportunities; • Embarrassing someone publicly. Stalking is a specific form of harassment. Stalking is the deliberate and systematic harassment and/or intrusive following of someone with the result that that person no longer feels safe. Stalking can take place at work, at home, online or in public. Examples of stalking include: • Following or threatening someone with violence; • Unsolicited phone calls and messages; • Ordering something in someone else's name.
Sexual harassment	Unwanted behaviour in the form of unwanted sexual advances (verbal, non-verbal or physical) or unwanted behaviour with sexual connotations. Sexual activity requires consent, which is defined as positive, unambiguous and voluntary consent to specific sexual activity during a sexual encounter. Examples of sexual harassment include: • Sexually-oriented comments and swear words; • Sexually-oriented jokes, messages, images or gestures; • Intentionally stare or ask intimate questions; • Sending unsolicited pornographic images or texts, or deliberately viewing them in plain view of others; • Grabbing and/or blocking someone's way; • Sexual violence

Discrimination		Distinguishing, insulting, excluding or taking violent action against people without justification because of their religious beliefs, philosophical convictions, political affiliation, origin, gender, gender identity, sexual identity, nationality, marital status, age, physical/mental disability or (chronic) illness or on any other ground.
Aggression and violence	and	Unwanted behaviour in which someone is psychologically or physically harassed, intimidated, threatened or assaulted (in person, online, by telephone) in circumstances directly related to their affiliation with DIG. Aggression and violence include swearing, throwing objects, pushing, hitting, pulling, hindering, grabbing someone and/or blocking someone's way, grabbing, spitting, or destroying someone else's objects and/or property. Aggression and violence can take the form of threats: the threat of negative consequences, such as death or physical or mental violence, or making a (possibly unjustified) complaint about a person, their loved ones or their property. Threatening behaviour may also include blackmail. Threats can be made through words, through gestures, or through the use of physical force. The purpose of the threat is to influence a person's behaviour by instilling fear.
Bullying		Unwanted behaviour in which someone is systematically (seriously) hindered or harassed or causes physical or emotional distress, directed at the same person, often over an extended period of time. Bullying within the organisation is the systematic act in which psychological, physical or sexual distress - verbal, written or virtual (cyberbullying) - is caused by one person or a group, preventing the complainant from functioning optimally within the organisation. Examples of bullying include: • Forcing someone into social isolation, for example, by not inviting them to a committee outing or by not talking to them; • Making association activities difficult for someone, for example, by withholding vital information, exaggerating mistakes or sabotaging tools needed for work; • Embarrassing someone; • Spreading libel and slander or malicious gossip about someone.
Confidential person (Vertrouwenscontactpersoon, VCP)	contact	A member at the association who is available to confidentially discuss social safety concerns a member may have. (See section 6)

3. Principles

Rules within DIG

- a) We treat each other and others with respect: we ensure that no one's dignity is compromised and reject undesirable behaviour.
- b) We ensure the inclusive nature of the association, where everyone feels comfortable, safe and welcome.
- c) We do not express behaviour and statements on behalf of the association that bring discredit to the association or the TU Delft.
- d) We use English as the primary language of the association.
- e) We ensure that we treat our property, the property of others and the property of the TU Delft with care and respect.
- f) We ensure that, if alcohol is involved in an association event, all attendees comply with relevant laws and regulations
- g) We are alert to warning signals and, in response to signals, inform the appropriate bodies, such as the confidential (contact) persons or the board, if necessary. This also covers situations within the association in which members are not directly involved.
- h) We will, when reasonable, listen to the leading committees, or groups to ensure that activities can be carried out safely, responsibly and smoothly.

Committee members

- a) take care of the activities they organise, including their internal promotion
- b) are aware that they are role models in their own activity
- c) handle members' personal data responsibly, following, among other regulations, the GDPR
- d) address attendees of their activity for behaviour inconsistent with this code of conduct and/or the law
- e) ensure a safe situation at their activities and make the necessary preparations

The board

- a) ensures that this code of conduct is available for all to see and ensures that its existence is known to members
- b) ensures that at least one responsible person (e.g. board member, event organiser) is able to act appropriately, at any time during association-related matters
- c) is alert to warning signals and does not hesitate to follow up on signals.
- d) takes appropriate action if there are relevant indications or reasonable suspicion that a member or members of the association have violated the Code of Conduct. The board acts with integrity in this regard

4. Conduct during scenes

Improvisational theatre inherently requires vulnerability from players, and scenes may involve physical contact and sensitive themes. As such, it is important that both players and audience members feel safe during scenes. All elements in this section apply equally during jams, shows, and any other activities where scenes take place.

Sometimes, the theme of a scene can be sensitive or emotional, such as a scene about discrimination or death. Such scenes are acceptable and can be valuable, as long as the topic is treated with respect, and all players feel safe.

As a player

- a) Be mindful of the comfort of your fellow players. Do not touch other players inappropriately, and avoid forcing them into situations that they are not comfortable with.
- b) Communicate any boundaries you have (e.g. about physical contact, themes to avoid during scenes) and respect all such boundaries from your fellow players. Pay special attention to this before and during public shows.
- c) Avoid jokes that discriminate against certain groups of people (e.g. racist jokes, sexist jokes, mocking people with disabilities, etc.)

As a player, if, at any point during a scene, you feel uncomfortable, you may

- a) Veto a suggestion, even if you are not the person in charge of taking suggestions
- b) Pause the scene and take a break, or ask for something about the scene to be changed
- c) End the scene

You never have to give a reason for using one of the options above.

If a player or audience member has a concern about a scene after it ends, they may bring it up privately to the jam leader, a member of the board, or a VCP. If everyone is comfortable, members are also encouraged to discuss their concerns in public, so that everyone can learn about what jokes or themes may make others uncomfortable.

5. Alcohol and drug policy

The following rules regarding the use of alcohol and drugs apply:

- a) Drug use is prohibited during activities.
- b) People who are heavily intoxicated or under the influence of drugs may be asked to leave.
- c) We strive for responsible alcohol consumption, and thus we discourage the excessive use of alcohol.
- d) No alcohol shall be served to intoxicated persons who pose a threat to themselves or public order and safety.
- e) When alcoholic drinks are offered, a varied range of non-alcoholic drinks should also be offered.
- f) There is no insistence on the consumption of alcohol under any circumstances.

6. The confidential contact person (VCP)

Duties of the confidential contact person

- First point of contact: The confidential contact person is there for members who are faced with undesirable behaviour or have any other concerns about social safety and wish to speak to someone about it. In doing so, the confidential contact person serves as a listening ear for members.
- Referral: If required, the confidential contact person refers the reporter to other resources. The confidential contact person guides and supports the member in this process.
- Acting: The confidential contact person acts only in the member's interest, and never in their own interest. The confidential contact person will always try to respond with understanding and empathy. No actions should ever be taken against the will of the member, unless there is a crisis of conscience or legal provisions stipulate otherwise.
- Prevention activities: The confidential (contact) person contributes to their own visibility and provides advice to the board.

DIG should have at least two VCPs. These VCPs are members of the association and do not hold any position on the board. Preferably, the two VCPs are not the same gender, and at least one of them is an active, engaged member who attends often.

VCPs are appointed by the board. The general assembly has the power to remove VCPs or appoint new ones. VCPs are required to attend training by the TU Delft before they are appointed.

The contact details of VCPs are available in the association's WhatsApp group.

7. Reporting/complaints procedure

If a member of DIG experiences undesirable behaviour, that person (hereafter: the reporter) may submit an official complaint to the board about the member who committed this undesirable behaviour towards the reporter (hereafter: the accused). The reporter may also decide to report to one of the board members. If the reporter has contacted a confidential contact person (hereinafter: the VCP), they may also jointly submit a complaint to a board member. The reporter may also ask any third person to make the report on their behalf.

When a member makes a complaint to a board member, the following procedure will be followed:

1. A complaint is discussed anonymously by the board at the first board meeting after the submission of the complaint. If a report or complaint is made to only one board member, the board member who heard the complaint and, in consultation with the reporter, one other board member will be informed of the identity of the persons involved.

2. A meeting will follow with the reporter, a member of the board who is aware of the identity of the reporter and, if required, the VCP, or other person trusted by the reporter.
3. If, after this interview, the reporter decides to pursue the complaint submitted, an interview will follow with the accused, a member of the board who is aware of the identity of the reporter and, if desired, a VCP or other person trusted by the accused. In addition to the accused, at least two people are always present at the interview.
4. If necessary or appropriate, as determined by the board and the reporter, a meeting will take place with the accused, the reporter, the board and, if desired, the VCP. Both the accused and the reporter may bring an additional trusted person to the meeting.
5. In exceptional cases, in consultation with the reporter and the accused, the identity of all those involved may be disclosed to the entire board.
6. The board will determine whether undesirable behaviour has occurred and what measures should be taken. The deadline for this decision will be communicated in advance to all concerned.
7. The decision and subsequent action will be communicated by the board to the reporter and possibly the VCPs.
8. A member of the board will communicate and explain to the accused any action decided in the complaints procedure.
9. The board will make an anonymised report of the proceedings, clearly describing in broad terms the nature of the behaviour and the motivation for any action taken, or lack thereof. This report and any other documents will be stored in a storage environment only accessible to the chairperson. In each case, the file will contain a timeline of events, an anonymised record of the proceedings and, if applicable, documentation of contact between those involved and the board.
10. If the complaint is directed against or submitted by a member of the incumbent board of DIG the same complaint procedure will follow, with the only exception that the board member against whom the complaint is made or who submitted the complaint will not be present at the section of the board meeting in which the complaint is dealt with and will not be involved in any way in decisions on any further steps.
11. If undesirable behaviour occurs, sanctions may be imposed by the board.

8. Sanctions

- a) If any member, group, committee, board, etc. of DIG fails to comply with this code, the board will impose appropriate sanctions.
- b) The adversarial principle is applied: before imposing sanctions, the board hears the accused
- c) The severity and nature of the incident violating the above rules will determine the nature of the sanctions imposed. Sanctions may be imposed individually or in combination. Sanctions may consist of the following:
 - I. Written warning or reprimand;
 - II. Removal from activities;
 - III. Removal from a committee;

- IV. Temporary expulsion;
- V. Permanent expulsion.

A jam leader, board member, or event organiser may also remove a person from an activity with immediate effect if, according to their best judgement, the person is being disruptive, is violating the alcohol and drugs policy, or is otherwise compromising the (social) safety at the event. The time and reason of such a removal must be documented, and the board must be informed as soon as possible.

If a member is expelled, they may appeal this to the general members' assembly within one month of the decision to expel the member. An expelled member forfeits any paid membership fees.

9. Determination

This Code of Conduct was prepared on 16-11-2025 and subsequently approved by the General Members' Assembly on 27-11-2025.