

Nomadi ry – Guidelines for Preventing and Handling Inappropriate Behaviour and Harassment

Nomadi ry and Alpo Aaltokoski Company do not accept harassment, discrimination or any other inappropriate behaviour in any part of their activities. These guidelines explain how inappropriate behaviour is prevented, how it can be reported and how reports are handled.

Approved: Board meeting by email, 27 October 2026 · Valid: 2026–2028 · Next review: 27 October 2028

1. Purpose and scope

The purpose of these guidelines is to ensure a safer, equal and respectful working and performance environment for everyone. They implement the obligations of the Finnish Occupational Safety and Health Act (738/2002, section 28), the Act on Equality between Women and Men (609/1986) and the Non-Discrimination Act (1325/2014).

The guidelines apply to everyone who works with Nomadi, regardless of the type of employment or contract:

- employed and freelance artists, members of the working group, and technical and production staff
- trainees, students and volunteers
- members of the Board
- partners, visiting artists and touring partners' staff in Nomadi's productions
- participants in workshops and audience engagement, and audiences

The guidelines apply in rehearsals, performances, on tour and in residencies, while travelling and in accommodation, in workshops, on social media and other digital channels, and at work-related social events such as premiere parties.

The guidelines are attached to every employment and performance contract and are reviewed at the first meeting of every production.

2. Definitions

What matters is how the behaviour feels to the person it is directed at, not the intention of the person behaving. Inappropriate behaviour can be a single act or repeated.

- **Harassment** is unwanted behaviour that violates a person's dignity and creates an intimidating, hostile, degrading, humiliating or offensive atmosphere.
- **Sexual harassment** is unwanted verbal, non-verbal or physical behaviour of a sexual nature, for example suggestive comments or messages, comments on someone's body, unwanted touching or sexual propositions.

- **Gender-based harassment** is directed at a person because of their gender, gender identity or gender expression.
- **Discrimination** means putting a person at a disadvantage on the basis of age, origin, nationality, language, religion, belief, opinion, political activity, family relationships, state of health, disability, sexual orientation, gender or any other personal characteristic.
- **Inappropriate treatment** includes, for example, embarrassing, shouting at, defaming, gossiping about, isolating or mocking someone, commenting on their body or appearance, and abusing one's position or power.
- **Abuse of power** is a risk that is particularly important to recognise in the arts. Choreographers, directors, producers and employers have power over roles, employment and fees. Power must not be used to pressure, to retaliate or to seek personal gain.

Inappropriate treatment does not include justified artistic feedback, management and direction of work, allocation of tasks, or a disagreement handled appropriately. Feedback is given on the work, not on the person.

3. Prevention and safer space principles

Everyone shares responsibility for a safer space. Nomadi is committed to the following principles, which are discussed out loud at the start of every production.

1. **We respect boundaries and consent.** Everyone may define their own boundaries and change them at any time without explanation or consequences.
2. **We do not make assumptions.** We do not make assumptions about other people's gender, background, health, body or abilities.
3. **We make room for others.** We listen, we do not interrupt, and we make sure that everyone can take part in the conversation in their own language and in their own way.
4. **We recognise our positions of power.** A person in a position of power has a particular responsibility for their own behaviour and for the atmosphere.
5. **We intervene.** Being a bystander is not neutral. If we notice inappropriate behaviour, we intervene or report it.
6. **We apologise and learn.** Mistakes happen. When someone says they have been hurt, we listen, apologise and do not belittle it.

Touch, intimate scenes and the body in dance work

Dance is physical work in which touch, nudity and intimate themes may be part of a piece. For this reason Nomadi follows these practices:

- Touch and contact work are agreed in advance. Before contact exercises, everyone can say which areas they do not want to be touched.

- Consent is voluntary and can be withdrawn at any time. The working group can agree on a shared sign or word to stop an exercise.
- Nudity, intimate scenes and filming are agreed in writing before the contract is signed. An intimacy coordinator is used when needed.
- Rehearsals and performances may be filmed or photographed only with the consent of the working group. The use of images is agreed separately.
- A teacher's or choreographer's corrective touch is asked about in advance or replaced with verbal instruction.

Structural practices

- The guidelines are attached to contracts and reviewed at the start of every production, also in English.
- A trusted contact person who is not the artistic director of the piece is appointed for each production (see section 5).
- Working hours, breaks, recovery and compensation are agreed in writing. Anyone may speak up about time pressure and overload.
- Alcohol is not served during rehearsals or working hours. Parties are voluntary and non-alcoholic options are always available.
- At the end of every production the working group receives a feedback survey, in which they can also answer anonymously about the working atmosphere and safety.
- Audiences and workshop participants are informed of the principles on the website and, when needed, at the start of the event.

4. What to do if you experience or witness harassment

Report the matter as soon as possible, but you can also raise it later, for example after the production has ended. A report does not require evidence, and the person reporting must not suffer any consequences.

If you experience harassment

1. If you can, tell the harasser directly that the behaviour is unacceptable and must stop. This is not a prerequisite for reporting.
2. Write down what happened, when, where and who was present. Save messages or screenshots.
3. Contact the trusted contact person, the harassment contact person or the executive director in person, by message or by email (contact details in section 5).
4. If the harassment comes from one of Nomadi's responsible persons, you can contact the Chair of the Board directly or an external body (section 6).

If you witness harassment

- Intervene if it is safe to do so, or interrupt the situation, for example with a break.
- Ask the person targeted how they are and whether they need help.
- Tell the trusted contact person or the harassment contact person what you saw.

In an acute dangerous situation call the emergency number 112. When touring abroad, the emergency number in EU countries is 112; elsewhere, check the local number in the tour information.

Audiences and workshop participants can tell a Nomadi staff member on site or email the harassment contact person.

5. Responsible persons and handling of reports

Reports are handled confidentially, impartially and without delay. The aim is that the inappropriate behaviour stops and work can continue safely.

Role	Name	Contact details	Task
Harassment contact person	To be appointed		Receives reports, supports and guides the process
Production trusted contact person	Appointed for each production	Per production	Low-threshold contact person in rehearsals and on tour
Executive Director	Jussi Väänänen	+358 44 3233 509, jussi@aaltokoskicompany.fi	Responsible for handling and measures as employer
Chair of the Board	Marja Korhola	+358 50 5837 012, marjakorhola1@gmail.com	Handles the matter if it concerns the executive director or the artistic director

Reports can be sent by email to info@aaltokoskicompany.fi, which is read only by the harassment contact person and the executive director.

Stages of handling

1. **Receipt.** The contact person acknowledges the report within two working days and agrees with the person reporting on the next steps. The person reporting decides whether the matter proceeds, unless it involves a serious danger or a danger to others.
2. **Immediate protective measures.** If needed, working arrangements, schedules or accommodation are changed immediately so that the position of the person reporting does not suffer.
3. **Investigation.** Both parties are heard separately and, if needed, witnesses. The parties have the right to a support person. A person with a conflict of interest does not take part in the process.

4. **Decision and measures.** The executive director or the Board decides on measures and informs the parties. The target time for the investigation is [two weeks].
5. **Follow-up.** The situation is followed up as agreed, for example after one month, to make sure the behaviour has stopped and that the person reporting faces no retaliation.
6. **Records.** A short written summary is made and kept confidentially in accordance with the General Data Protection Regulation [e.g. for five years].

Possible consequences

Consequences are proportionate to the seriousness and repetition of the act. They may include a discussion and a written remark, a change in working arrangements, a warning, termination of a contract or employment, ending cooperation, or removing a member of the audience from an event. Suspected crimes are referred to the police.

Knowingly making a false report is itself inappropriate behaviour. A report made in good faith is not, even if the investigation does not confirm harassment.

6. External help, monitoring and updates

If the matter cannot be resolved within Nomadi, or it cannot safely be raised there, help is available from the following:

Body	For
Occupational Safety and Health Authority	Harassment of employees and employer negligence
Ombudsman for Equality	Gender-based discrimination and harassment
Non-Discrimination Ombudsman	Other discrimination
Your own trade union, e.g. Finnish Dance Artists' Union	Advice and legal aid for members
Occupational health care (Terveystalo Ruoholahti)	Support and wellbeing
Police, emergency number 112	Crimes and acute dangerous situations

Monitoring. Once a year the harassment contact person reports to the Board on the number and nature of reports, without identifying information. The results of the production feedback surveys are reviewed at the same time.

Updates. The guidelines are reviewed annually and whenever shortcomings are found in the handling of a case. Changes are approved by the Board.

The guidelines are available on Nomadi's website in Finnish and English.