

Tokyo Festival Farm Guidelines

Tokyo Festival Farm is based on respect for others and operated in accordance with the following guidelines, in order that different people may confidently exercise their creativity.

The following applies to all involved including participants and staff members.

■ Prohibition of discrimination and harassment

Language or conduct of a sexual nature that adversely affects the environment for participation is deemed sexual harassment.

Examples of sexual harassment

- Pressurizing someone to engage in a sexual relationship
- Repeatedly making excuses to be alone with someone despite the person refusing advances
- Persistent harassing contact via email, letters, social media, telephone, etc.
- Unnecessary and unwelcome physical proximity to or contact with someone without their consent
- Displaying images such as nudes or models in swimwear as screensavers, wallpaper, etc where others people can see them
- Making sexual comments about or making fun of another person's appearance and body
- Asking unwanted questions about a person's romantic and sexual experiences

'Power harassment'(workplace bullying/abuse of power) is when a person takes advantage of their superiority in a relationship or of their power or position.

Examples of 'power harassment'

- Physical abuse
- Psychological abuse
 - Making threats
 - Using abusive language or behaving in an overly intimidating manner in front of others

- Repeatedly making disparaging remarks about a person
- Defamatory language or conduct
- Discriminatory treatment ie blaming, criticizing, insulting or excluding a person on the grounds of nationality, race, religious beliefs, gender, sexual orientation, preferences etc.
- Refusing to acknowledge a person by ignoring them, etc.
- Excessive involvement/interference in private matters

To avoid engaging in discrimination and harassment, each member should be fully aware of and acknowledge the following before participating in the program.

- Each person should respect the character and beliefs of others
- Each person is an important member of the team
- There are differences in how people react to language and conduct depending on their individual personality and position, etc., so it is important for the person on the receiving end to decide for themselves whether something constitutes harassment or not
- Even if language and conduct is intended to express familiarity, it may make the other person uncomfortable regardless of intention
- Since there are individual differences in whether or not people feel uncomfortable in a given situation, you should not make unfounded speculations about the extent of another person's tolerance (you should not assume that you have a good relationship with the other person)
- If you realize that the other person refuses, rejects or dislikes certain language or conduct, you should never repeat it
- The other person will not always indicate whether they regard something as discrimination or harassment

Additionally, the same applies not only to specified days of activity, but also to situations in which personal relationships continue (activities outside the program, online social events, social media interaction).

■ **Prohibition of infringement of the rights of others**

Disclosing information that only participants know such as personal information, ideas etc. gleaned during the program without informing the person in question is prohibited.

Examples of information you are prohibited from disclosing

- Creative ideas shared during the program

- Private information regarding residence, family members, etc.
- Scheduled activities that have not yet been made public (performance schedules, scheduled participation in festivals, etc.)

Online session content is recorded for documentation purposes. Care should be taken not to show anything during the online sessions which infringes the rights of others such as copyright or portrait rights, etc.

Examples to watch out for

- Images used as virtual backgrounds for Zoom
- Material such as images used in presentations and publicity
- Things that appear onscreen in video calls (faces of third parties around you, etc.)

You are prohibited from using elements from any material created for public release which involve the rights of others like artworks and presentations, without going through the proper procedures.

■ Posting on social media platforms

There is no problem if people participating in Tokyo Festival Farm programs create posts concerning themselves on social media platforms.

When posting text, images, videos, etc. related to others (staff members, program participants, etc.), please be sure to get the prior consent of the person in question. The same applies if information enabling identification of the individual is included, even if the individual's name is not used.

■ Creating better programs

- Be aware of the impact of your position (status, age, gender, nationality, etc.) on others, and speak and act appropriately
- All participants should consciously create a “safe space” environment, recognizing that creating a place where everyone can feel comfortable will lead to improved creation and interaction
- Tokyo Festival Farm values open two-way communication between all participants and staff members. If you have any opinions, requests, doubts, or other concerns regarding the running or content of programs during participation, you can consult with the person in charge of each program at any time