

Tokyo Festival Farm Lab Guidelines

Tokyo Festival Farm Lab is based on respect for others and operated in accordance with the following guidelines, in order that different people can exercise their creativity with confidence, irrespective of their origins or position. The following applies to all involved including participants and staff members.

If it becomes inappropriate for you to continue with activities under this program in the unlikely event that you do not follow these guidelines, or if you do not follow the instructions of those running the programs when they remind you of the guidelines, the organizers may reconsider your continued participation.

Additionally, should you have any opinions, requests, questions, or other concerns regarding the running or content of programs during your participation, at any time feel free to consult staff members you find approachable, such as the person in charge of each program or members of the Communication Design Team, in a way that is comfortable for you.

■ Creating better programs

- Tokyo Festival Farm Lab values open two-way communication between all participants and staff members. 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
- The same guidelines apply not only to designated activity days but also to other occasions where you have ongoing dealings with others (activities outside program hours, online drinks and social media).

■ Prohibition of discrimination and harassment

Discrimination and harassment are prohibited on the Tokyo Festival Farm Lab programs.

Discrimination means engaging in prejudicial treatment or failing to make reasonable accommodation, i.e., blaming, criticizing, insulting, or excluding a person on the grounds of nationality, race, religious beliefs, gender, sexual orientation, preferences, physical characteristics, etc.

Harassment includes **sexual harassment** and **power harassment**. **Sexual harassment** refers to language or conduct of a sexual nature that adversely affects the environment for participation in the program, i.e., language or conduct based on sexual interest or desire, intent to discriminate based on gender, prejudice regarding sexual orientation or gender identity, etc. **Power harassment** is when a person takes advantage of their superiority in a relationship, or of their power or position. Please also note that the following are only examples, and that determination of harassment may differ depending on the circumstances of individual incidents/cases.

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 can see them
- Making sexual comments about or making fun of another person's appearance and physical characteristics
- Suddenly bringing up or asking questions about a person's romantic and sexual experiences without prior consent
- Making remarks or giving instructions based on a stereotyped perception of gender roles (asking somebody to perform a task because they are a man/woman, etc.)
- Referring to people in a way that makes assumptions about them (i.e. assumptions about gender, relative social position or age, etc.)
- Making obscene jokes
- Forcing expression of a sexual nature without the prior consent of the other person
- Engaging in prejudicial treatment, i.e. limiting the role /opportunities of a person who objects to or rejects sexual language or conduct.

Examples of power harassment:

- Physical abuse
 - Physical assault in the form of striking or kicking
 - Throwing things at someone
 - Hitting someone on the head with a notebook or other object, or pouring a glass of water or tea on someone
- Psychological abuse
 - Making threats
 - Making unreasonable demands by exploiting differences in position, and through authority gradients
 - Using abusive language or behaving in an intimidating manner
 - Repeatedly making disparaging remarks about a person
 - Defamatory language or conduct
 - Refusing to acknowledge a person by ignoring them, etc.
 - Pseudo-violence such as pretending to strike someone, etc.
- Excessive demands
 - Forcing someone to do exercise and physical labor beyond the safe range of their physical ability
 - Forcing someone to perform highly physical work without considering individual circumstances
 - Imposing work on one person only
- Insufficient demands
 - When one person is clearly under-worked, in contrast to other participants

- Exclusion
 - Limiting access to venues, rehearsals, etc., or removing someone from contact networks without a justifiable reason
 - Intentionally not giving someone the necessary information
 - Ignoring a specific person as a group and creating an atmosphere of isolation for that person

- Personal infringement
 - Excessive involvement/interference in private matters
 - Seeking disclosure of private information and personal effects through the use of situations that make it difficult for someone to refuse

Examples of other forms of harassment:

- Moral harassment
 - Behavior, language, and actions that are detrimental to the atmosphere of the workplace, etc., and which make others feel intimidated

- Alcohol harassment
 - Where hierarchical relationships and a sense of belonging to an organization are exploited, in order to force someone to drink alcohol

- Social media harassment
 - Inappropriate language and conduct on social media platforms which damages someone else's character and dignity
 - Pressurizing someone to engage in a relationship on social media through the exploitation of position and status

To avoid engaging in discrimination and harassment, each person involved 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 and good will, 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
- Something does not necessarily *not* constitute discrimination and harassment if the other person does not indicate it as such

■ 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.)

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 and filters in online meetings
- Material such as images used in presentations and publicity
- Things that appear onscreen in video calls (faces of third parties around you, etc.)
- Sounds and songs coming from television or radio

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

■ The use of preferred personal pronouns and titles

You should not extrapolate personal pronouns such as he, she, they etc. or titles such as Mr and Ms. based on the appearance and name of another person, but respect how that person wishes to be referred to. You should respect the wishes of someone if they want you to call them by their name without using personal pronouns.

For Japanese speakers; please do not speculate about someone's appearance, name or gender and use the suffixes "chan" or "kun," or address someone without using an honorific title simply because they are younger than you. Altering your attitude according to who you are speaking to can reinforce hierarchical relationships and hinder equality-based cooperation.

■ Posting on social media platforms

There is no problem if people participating in Tokyo Festival Farm Lab 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.