

DVCAI ARTIST IN RESIDENCE

International & Local Residency
Policy & Procedures



www.dvcai.org

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WELCOME FROM FOUNDER

Dear DVCAI Artist selected for this experience of an international residency.

Welcome!

These residency experiences are supported by the DVCAI Board of directors and friends of the DVCAI organization. The relationships will vary from year to year.

Presently we are offering a one month residency in Paramaribo, Suriname. This is an independent family residence, self contained apartment at the atelier of Kurt Nahar and family. The experience has been expansive for previous artist occupants. The residency provides artists and other creatives with time, space and resources to work, individually or collectively on research and development of their practice.

DVCAI is committed to offering US based artists who are people of the global majority this opportunity. A place to experience creolity and cultural diversity in community. The partners in Paramaribo are poised to support and host artists' engagement whenever this occurs.

We hope that the extended paid time away from the hustle and bustle of the Miami routine will offer you time to think, read, redefine and dream of future possibilities for your work moving forward.

We welcome you and look forward to your journal report of your experience.

Warmly,

Rosie

Rosie Gordon-Wallace

DVCAI

President | Curator

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www.dvcai.org

PURPOSE OF HANDBOOK

The policies contained in the Diaspora Vibe Cultural Arts Incubator Artist Residency Handbook (DVCAI-ARH) are intended to acquaint artists with the DVCAI and to act as a guideline. This DVCAI-ARH Handbook shall be interpreted as a commitment between DVCAI and the artist. Not all of the policies and procedures of DVCAI are set forth in this DVCAI-ARH. Instead, DVCAI has summarized some of the more significant ones. The policies and procedures that are included are the guidelines for the artist to follow, respect and implement during their residency. All previously issued policies and procedures, and any inconsistent policy statements, whether written or oral, are hereby superseded.

The DVCAI Artist Residency at DVCAI is at-will. This means that both the artist and DVCAI may terminate the Artist Residency relationship at any time, with or without notice, and for any lawful reason. Nothing in the DVCAI-ARH or in any other document or oral statement shall limit the at-will nature of the relationship. No one at DVCAI has the authority to alter the at-will nature of the Artist Residency relationship without the express written consent of the Founder or designee.

Diaspora Vibe Cultural Arts Incubator reserves the right to revise, delete, or add to any and all policies, procedures, work rules, or benefits set forth in this Diaspora Vibe Cultural Arts Incubator Artist Residency Handbook (DVCAI-ARH) or anywhere else at any time, with or without prior notice. DVCAI may attempt to inform the artist when such changes are made. No one at DVCAI has the authority to alter, revise, amend, or revoke any policy orally or to make contractual commitments without the express written consent of the Founder or designee.

GENERAL INFORMATION

Mission Statement

Our mission to promote, nurture, and cultivate the vision and diverse talents of emerging artists from the Caribbean and Latin Diaspora through our exhibition programs, artist in residence programs, international cultural exchange and education and outreach activities that celebrate Miami-Dade's rich cultural and social fabric.

Core Values:

Authenticity & Openness

Being You, Embodying You, brings forth the creative process of artistic movement – what you see, what you feel and your interpretation is in alignment with the authentic you.

Awakening

The creative process is an awakening that elevates the creative flow of energy that brings forth the power of the creative process.

Communication

At DVCAI residency human artistic genius is a means of communication that will assist in the innovative inherent artistic communication potential that will bring forth a new quest of understanding of self and others.

Creating Value

Attributing creative value to your artistic endeavor is a focus but not the only primary focus. The nature of artistic creativity is instrumental to the growth as an artistic being which leads to a stimulating and wider forms of creative movement in creating your own value.

Exploration

DVCAI Residency provides artistic exploration with the aim of allowing individuals to strengthen their artistic process by exploring their greatest innovative potential.

Healing

DVCAI residency provides an environment that will allow individuals to bring forth their own authentic, original self-expression through their own interpretation of creativity.

Promotion of Creativity

DVCAI residency aim is to support the dynamic human artistic process and reinforce the importance of the growth of each individual.

Transformational

DVCAI residency is a vehicle to revive passion, purpose and restore the vitality of an individual's process.

LOCATION – DVCAI Residency Landscape

Located in the country of Suriname, South America, DVCAI Artist Residency provides a cultural and artistic environment. The environment is a place of contemplation, influences, engagement and enhancement. Here is where the artist is offered the opportunity to reveal the core of their being through their inspired process. The goal of the DVCAI Artist Residency is to assist in the expansion of the creative genius within each individual and to focus on environmental stewardship within the culture and heritage of the land.

DVCAI Artist Residency location nurtures creativity and exploration. The vision of DVCAI Artist Residency relies on the belief that an artist requires an environment that inspires creativity and diversity that feeds the human spirit to create their master work. The individual benefits from the artistic coaching, collaborative effects, engagement with the environment and the diverse communities. The harmonious juxtaposition of a natural landscape, studio space, and living quarters provide a perfect backdrop for the artistic process.

The DVCAI Artist Residency reinforces the concept of the mission of DVCAI as an incubator of knowledge and alternative academies. It is essential in our understanding that in contemporary art practice many art initiatives are based on research in various forms. DVCAI residency provides an artist the ability to juxtapose through the intersectionality of the artist's interaction with other cultures, heritages and traditions, the opportunity to research and embrace their creative movement. This process of engagement is an unparalleled opportunity for the artist to develop their practice of creative discovery, enhancement, wonder to investigate, to uncover piece by piece their living proof through their journey.

History of Diaspora Vibe Cultural Arts Incubator

Diaspora Vibe Cultural Arts Incubator, Inc. (DVCAI) is a Miami-based 501(c)3 organization. The mission of DVCAI is to promote, nurture and cultivate the vision and diverse talent of emerging artists from the Caribbean and Latin Diaspora through our exhibition programs, artist-in-residence programs, international exchange programs and educational and outreach activities that celebrate Miami-Dade's rich cultural and social fabric.

For more information, please visit

www.dvcai.org

and follow our activities at

www.facebook.com/DVCAI/

www.twitter.com/DiasporaVibe

www.instagram.com/dvcai/.

EXPECTATIONS OF ARTIST

Competence

Diaspora Vibe Cultural Arts Incubator has the sole responsibility of selecting an artist(s) and encourages the artist(s) to develop their artistic skills in the country of the residency. It is expected that the artist(s) are able to do the work they undertake, or are assigned, and will ask for help when necessary.

Honesty

It is expected that the artist(s) are honest both in their applications to the DVCAI Artist Residency and in their work. It is the artist(s) responsibility to report accurately time worked, be engaged with lectures, seminars, and public programs that are specifically designed for their residency.

Cooperation

While each artist(s) has specific genres of creativity, it is expected that all will cooperate with other members of the residency in the country of residence for the common good of DVCAI Artist Residency and will demonstrate flexibility.

Responsibility

All DVCAI artist(s) who participate in the DVCAI Artist Residency will exercise responsibility in their own work, in conserving DVCAI resources, and in safeguarding the health and safety of others, especially the host organization of that country. If there are questions about assignments, i.e. engagement with lectures, seminars, public programs, travel, and accommodations, etc., an artist(s) should voice those concerns to the DVCAI Founder and the host organizations representative.

Work Product

All artwork, written work, research, graphics, photographs, videos, electronic online communications, documentation, and materials generated by artist(s) during the DVCAI Artist Residency shall be included in all communications, i.e. DVCAI website, social media, newspaper, etc. It is understood that the artist(s) will not receive any compensation for the usage of these materials for this purpose. It is understood that the artist(s) have rights of copyright for the work that is created during their time at the DVCAI Artist Residency. It is understood that any artist(s) work that is created during this time period and is utilized by DVCAI and or another institution for exhibition, printed materials, etc., that the artist(s) will provide the proper content that includes DVCAI in all marketing materials including didactic panels and labels. The artist(s) will provide DVCAI with a written report of their activities and engagement of their DVCAI Artist Residency within 30 days of the end of their residency.

POLICIES & PROCEDURES

Basis of DVCAI Policies & Procedures

The purpose of this handbook is to set forth a clear and basic structure to help all artist(s) who participate in the DVCAI Artist Residency to enjoy a productive and pleasant artistic environment and understand the policies and procedures as it pertains to Diaspora Vibe Cultural Arts Incubator Artist Residency.

The policies and procedures is ultimately the responsibility of DVCAI. All persons engaged with DVCAI are under the ultimate supervision of the Founder. The Founder is responsible and those the Founder designates as the host of the DVCAI Artist Residency will implement the policies and procedures set-forth. Exceptions to standard DVCAI Artist Residency policies and procedures may be only made by the Founder. Policies and procedures in this handbook are effective upon their adoption by the Founder.

The policies and procedures are subject to review and change from time to time as DVCAI may determine. These procedures, policies, and benefits may be modified, revised, or eliminated at any time without prior notice. However, DVCAI will make every effort to inform the artist(s) of any changes in a timely manner. This handbook supersedes any other policy and/or procedure, formal or informal, written or verbal, which preceded it.

Artist(s) may be subject to discretionary changes in function, policy, and conditions of DVCAI Artist Residency. The policies and procedures in this handbook are not intended to create a contract. The policies and procedures should not be construed as constituting contractual obligations of any kind or a contract of employment between DVCAI and any artist(s). Questions concerning the interpretation of the written provisions of this handbook are to be addressed by the DVCAI Founder.

DVCAI has the right at any time to adjust and to change or eliminate benefits of the DVCAI Artist Residency.

Relationships

Each artist(s) should feel free to discuss any related problem first with the Founder (verbally and written) before proceeding in a discussion with the DVCAI Artist Residency host. DVCAI believes that the conditions of the environment and collaborative relationship with the DVCAI Artist Residency host, they are strongly encouraged to voice these concerns openly and directly to the Founder. e these concerns openly and directly to their supervisors.

Experience has shown that when individuals deal openly and directly with the founder, the environment can be excellent, communications can be clear, and attitudes can be positive. DVCAI is committed to responding effectively to employee concerns.

Artist(s) and visitors who participate/engage with the DVCAI Artist Residency are among the organization's most valuable assets. Every artist(s) represents DVCAI to the public and presents an image of the entire organization. Artist(s), visitors and the DVCAI Artist Residency host judge DVCAI by how they are treated by each artist(s) who participate. Therefore, it is a priority to assist any patron, visitor, or potential patron. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention given to patrons and visitors. Positive relations not only enhance the public's perception or image of DVCAI, but also pay off in greater visitor loyalty and increased attendance, donations, recognition and potential sales of the artist(s) artwork.

SECURITY

Artist Responsibility

Safeguarding the DVCAI Artist Residency is valuable and irreplaceable as well as its archives, library, internal and external relationships and photographic materials, etc., it is a critical objective for the Founder of DVCAI, staff, and donors. The purpose of the DVCAI Artist Residency security measures and procedures is to assure the safety of the artist(s), DVCAI (the organization) and the DVCAI Artist Residency host. Therefore, the security of the physical premises (locks, alarms, and so on) and the controlled access of people to various building areas are of crucial importance.

Security Orientation

The Founder and the DVCAI Artist Residency host will provide all artist(s) a security orientation. All information presented during this orientation is confidential and is designed solely to acquaint the artist(s) with the restrictions and regulations pertaining to DVCAI Artist Residency security.

DVCAI ID Card

A DVCAI Artist Residency identification card will be issued to artist(s) who participate. Artist(s) are required to wear the identification card when participating in all activities that pertain to the DVCAI Artist Residency. If loss or theft of an ID card should be reported immediately to the DVCAI Founder and DVCAI Artist Residency host so that a replacement card may be made. ID cards are DVCAI property and must be returned to the DVCAI when at the conclusion of the residency and/or if the artist(s) is terminated from the residency.

Visitor Sign-in Procedures

Visitors are divided into two groups: those visiting only the public areas of the DVCAI Artist Residency and those visiting non-public areas. For security reasons, all visitors to non-public areas must sign in and must be escorted at all times. The sign-in book will be presented to the visitor for their name, signature, time of arrival, email address, phone number and time of departure. No overnight guests are allowed.

Moving Artworks

Only authorized persons (artist(s) and DVCAI Artist Residency host (are permitted to touch or move works of art. Violation of this rule will result in disciplinary action, which may include termination from the residency. If an art object in a public or non-public area is in danger of destruction (e.g., from fire, flood, or vandalism), the DVCAI Artist Residency host is to be contacted immediately. Unauthorized persons may attempt to move an art object to safety only if it is in obvious, imminent danger of damage, if the DVCAI Artist Residency host cannot arrive on time and if the individual will not jeopardize his/her own safety by attempting to move the object.

COMMUNICATIONS

Confidentiality

All information and knowledge, whether or not in writing, of a private, secret, or confidential nature concerning DVCAI business, developments, internal matters, or financial affairs (collectively, "Confidential Information") is and shall be the exclusive property of Diaspora Vibe Cultural Arts Incubator (DVCAI). By way of illustration, but not limitation, confidential information may include DVCAI business plans, terms and conditions of contractual arrangements, financial data, sales data, personnel data, developments, and marketing research and information. Artist(s) may not disclose any Confidential Information to others outside DVCAI or use the same for any unauthorized purposes, either during or after the DVCAI Artist Residency, unless and until such Confidential Information has become public knowledge without fault by the artist(s). All communications to the news media, press, industry, or financial community shall be through the Founder of DVCAI.

All files, letters, e-mails, text messages, facsimiles, reports, records, data, drawings, or other written, photographic, or tangible materials containing confidential information, whether created by the artist(s) or others that shall come into the DVCAI's custody or possession, shall be and are the exclusive property of DVCAI to be used by DVCAI and the DVCAI Artist Residency host only in the course of the residency and in the best interest of DVCAI and the DVCAI Artist Residency. All such records or copies thereof and all tangible property of DVCAI and the residency in the artist(s)' custody or possession shall be delivered to DVCAI upon the earlier of a request by DVCAI or (ii) the termination of the artist(s) residency. After delivery, the artist(s) shall not retain any such records or copies thereof or any such tangible property.

An artist(s) obligation not to disclose or to use information, knowledge, and records of the type set forth in this policy, also extends to such types of information, knowledge, records, and tangible property of clients, collectors, donors, etc. of DVCAI or suppliers to DVCAI or other third parties who may have disclosed or entrusted the same to DVCAI or to the employee in the course of DVCAI Artist Residency.

An artist(s) obligation not to disclose or to use information, knowledge, and records of the type set forth in this policy extends beyond the termination and/or completion of the artist(s) relationship with DVCAI and the DVCAI Artist Residency. This policy is in addition to the obligations set forth in the DVCAI code of ethics, conflicts of interest, and non-disclosure policies.

Personal information regarding individual employees, trustees, members, and donors (e.g., address, telephone number, etc.) is also confidential. Requests by visitors for such information should be referred to the DVCAI Founder.

Media Inquires

The Founder of DVCAI and DVCAI Artist Residency is responsible for answering information requests about all activities from members of the news media. No one is authorized to speak on behalf of The DVCAI and DVCAI Artist Residency without prior authorization from the DVCAI Founder or Executive Director (ED)

All press inquiries – including print, broadcast, and online – concerning the museum and its activities should be forwarded immediately to the Founder of DVCAI or ED . If neither is available, artist(s) will be provided with the appropriate designated individual to respond to the request.

No DVCAI staff member should be interviewed by the media or speak either off the record or for attribution about the DVCAI and DVCAI Artist Residency without receiving authorization from the DVCAI Founder.

In the course of working with the media on a story, the Founder and the DVCAI Artist Residency host determines who best represents the residency for a particular article, and will contact the appropriate individual to set up an interview. Artist(s) should not refer media to other staff. For non-programmatic, institutional media inquiries, the DVCAI Founder and DVCAI Artist Residency host are the spokespersons.

The DVCAI Founder and DVCAI Artist Residency host arranges all media photography, film shoots, and radio interviews and will accompany the media when these take place. Security measures will always be set in place in advance.

Electronic Communications

This section sets forth the policy of DVCAI and DVCAI Artist Residency with respect to the acceptable use of Internet/intranet/voice related systems, including but not limited to computer equipment, software, operating systems, voice and data messaging, telnet, File Transfer Protocol, and Web browsing.

The DVCAI and DVCAI Artist Residency intentions in adopting this acceptable use policy are not to impose restrictions that are contrary to DVCAI Founder and DVCAI Artist Residency established culture of trust and integrity. This policy is intended

to support DVCAI Founder and DVCAI Artist Residency commitment to protect its artist(s) and DVCAI and DVCAI Artist Residency from illegal or damaging actions by individuals.

It is the responsibility of all artist(s) who use DVCAI Artist Residency Internet/intranet/voice related systems to understand these guidelines and to conduct themselves accordingly.

Disaster Readiness

The Diaspora Vibe Cultural Arts Incubator Artist Residency Emergency Preparedness and Disaster Recovery is to take actions to be taken to ensure the safety of the artist(s), visitors, staff, collections, and the physical facility of the residency before, during, and after an emergency or disaster. Its effectiveness depends on the ability of each person to prepare for and rapidly respond to a given emergency. The DVCAI Artist Residency host will implement an orientation upon arrival to discuss the procedures that will be taken in case of an emergency. No plan can predict every conceivable problem. Nor is it responsible to adhere to a document when facts dictate otherwise. Flexibility and the ability of the staff to apply common sense are essential to adjust for changing circumstances.

ARTIST RESIDENCY PRACTICES

Orientation

Before you embark on your residency and during the first few days of DVCAI Artist Residency, you will be provided with important information regarding the policies, procedures and other information necessary to acquaint you as a DVCAI Artist Resident. As a new DVCAI Artist Resident you will receive general background information about the residency, performance expectations, and training about the policies and procedures. Before you embark on your journey, you will be asked to read and sign your acknowledgement of the DVCAI Artist Residency Policies and Procedures and sign your letter of acceptance to participate. You will be furnished the DVCAI Artist Residency with information establishing your identity.

Personnel Files

Personnel files are the property of DVCAI and DVCAI Artist Residency, and access to the confidential information they contain is restricted. All information is kept secure and access is strictly controlled. Only those with legitimate reasons to review information in a file are allowed to do so. Data in an individual's personnel file is released to others only when the person has given consent, except when a court order or subpoena has been issued. When such information is released as a result of a court order or subpoena, the artist(s) is notified prior to the release of the information.

Personnel Data Changes

To help keep records and information accurate, artist(s) should notify DVCAI Artist Residency of any changes to personal information. This information includes mailing address, telephone numbers, marital status, changes to dependents' information, beneficiary information, names of persons to be contacted in case of an emergency, and new educational accomplishments.

ARTIST BENEFITS

Health Benefits

Benefits offered by DVCAI Artist Residency are an important part of DVCAI's commitment to its artist(s). However, DVCAI and DVCAI Artist Residency reserves the right, at its sole and absolute discretion, to terminate, suspend, withdraw, amend, or modify any of its benefits in whole or in part, any and all of the provisions of the benefit plans described herein, at any time, without prior notice, to the extent permitted by law.

Please note that nothing contained in the benefit described herein shall be held or construed to create a promise of future benefits, or a binding contract between DVCAI and DVCAI Artist Residency and the artist(s) for benefits or for any other purpose.

International Medical Assistance

The DVCAI Artist Residency maintains an international insurance policy for medical assistance for its artist(s) traveling abroad. Artist(s) who are traveling outside the U.S. and who may need medical assistance will immediately inform the DVCAI Artist Residency host.

ARTIST CONDUCT & DISCIPLINE: WORK CONDITIONS

DVCAI Artist Residency enable artists to do fieldwork and to work on site (domestically and internationally), with local partners of that region, in order to map out, collect, research and generate new perspectives. This kind of 'embedded research' and creative engagement contributes to public, personal and professional awareness. It reinforces the concept of the DVCAI Artist Residency as an incubator of knowledge, creativity, enhancement, engagement, enlightenment and alternative academies. It is essential in our understanding that in contemporary art practice many art projects are based on engagement and research. DVCAI Artist Residency provides an artist(s) the ability to juxtapose through the intersectionality of their interaction with other cultures, heritage and traditions the opportunity to research

and embrace their creative movement. This process of engagement brings forth a new path for the artist(s) to gain and infuse a new path of creative discovery.

Artist Conduct & Discipline

It is not possible to list all the forms of behavior or rules that are considered unacceptable during and after the DVCAI Artist Residency. However, the list below provides examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of the residency:

- Violation of the DVCAI Artist Residency policies on equal opportunity, sexual harassment, and other unlawful harassment
- Violation of the DVCAI Artist Residency policy regarding the Drug-Free Workplace Act of 1988, including but not limited to working under the influence of alcohol or illegal drugs, possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace during the residency or while operating any and all vehicles or equipment
- Unsatisfactory residency performance or misconduct
- Possession of dangerous or unauthorized materials, such as explosives, chemicals, or firearms, in the workplace
- Falsification and fraudulent statements
- Unauthorized disclosure of confidential information
- Violation of the DVCAI Artist Residency policy regarding electronic communication usage
- Insubordination or other disrespectful conduct
- Fighting or threatening (including coercion or intimidation) violence at the residency
- Boisterous or disruptive activity at the residency
- Theft or inappropriate removal or possession residency property
- Willful or negligent misuse or improper conduct leading to damage of residency property
- Safety violations
- Failure to cooperate with reasonable requests regarding schedule changes and when the DVCAI Artist Residency host determines its necessity for residency business reasons
- Failure to follow the posted schedule, including taking more than specified time
- Rude or discourteous conduct towards visitors, patrons, donors, and fellow residency personnel
- Making or publishing false, vicious, or malicious statements concerning DVCAI, DVCAI Founder, DVCAI Artist Residency and its host
- Excessive absenteeism, tardiness, or any absence without notice
- Unauthorized absence from the residency area
- Presence in a restricted area of the residency without authorization
- Unauthorized use of residency equipment
- Dishonesty

- Plagiarism
- Loitering
- Violation of safety or health rules or practices
- Smoking in prohibited areas
- Parking motor vehicles on residency property without prior authorization
- Violating a security regulation, including, but not limited to:
- Unauthorized moving of art objects in the residency
- Damaging art objects in the residency

Any other reason DVCAI Artist Residency, at its discretion, deems appropriate and reasonable.

The artist(s) is at the mutual consent of the DVCAI Artist Residency and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Attendance

Reliable attendance is important to the DVCAI Artist Residency, your fellow DVCAI Artist Residency host, and the smooth flow of our work. It is also a significant factor when evaluating your performance. Unexcused absenteeism or chronic tardiness may lead to termination.

It is the DVCAI Artist Residency policy to maintain a drug and alcohol-free residency. Accordingly, the unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal narcotics, drugs, or controlled substances by the artist(s) while and during the DVCAI Artist Residency on DVCAI Artist Residency business or on residency premises is prohibited. The DVCAI Artist Residency premises include all land, property, buildings, structures, installations, parking lots, means of transportation owned by or leased to the residency or otherwise being utilized for the residency business, and private vehicles parked on the residency premises. Artist(s) are also prohibited from reporting to the residency while under the influence of alcohol, illegal narcotics, drugs or other controlled substances, except if the controlled substances are taken pursuant to the instructions of a licensed health care provider.

Violation of this rule will result in disciplinary action, up to and including termination. In addition, any such substances found during the course of enforcing this policy may be turned over to the appropriate law enforcement authorities and may result in prosecution.

Artist(s) suspected of possessing or using alcohol, illegal narcotics, drugs, or other controlled substances (other than controlled substances that are taken pursuant to the instructions of a licensed health care provider) at the residency are subject to inspection and search, with or without notice. Artist(s) personal belongings, including any bags, purses, briefcases, and clothing, and all residency property,

also are subject to inspection and search, with or without notice.

On occasion, artist(s) may entertain during the work hours or after work hours as representatives of DVCAI Artist Residency. Artist(s) has full understanding that they are representing the DVCAI Artist Residency, DVCAI and the host country. Under NO CIRCUMSTANCES is the artist(s) authorized to allow outside individuals enter the premises of the residency and the artist(s) under NO CIRCUMSTANCES go to outside events without first informing the DVCAI Founder and the DVCAI Artist Residency host of the event, location and hours of attendance. These precautionary measures are in full effect during the timeframe of the residency. If the artist(s) does not adhere to these measures, the artist(s) will be terminated immediately from the residency.

These occasions may include lunches, dinners, and business conferences. On these occasions, if appropriate, only the moderate and limited use of alcoholic beverages is acceptable. Alcohol may also be served occasionally at social events sponsored by DVCAI Artist Residency. Alcohol may be served at these events only with the approval of the DVCAI Artist Residency host as determined by the DVCAI Founder. At such events, only the moderate and limited use of alcohol is acceptable. Artist(s) are expected to remain responsible, professional, and sober at all times.

Solicitations and Distribution of Literature

We recognize that artist(s) are often active and have interests in events and organizations outside work. However, in an effort to minimize disruptions and maintain a harmonious environment, DVCAI Artist Residency host reserves the right to monitor, restrict, and remove literature we deem inappropriate in the residency at any time for any purpose.

Posting notices and solicitation on bulletin boards, e-mail, or memos is also limited to certain types of information. DVCAI Artist Residency uses these communication mechanisms to announce information we think is important to the residency and artist(s). If you have a message of interest in the residency that you wish to post and are not sure if the posting is appropriate, contact Human Resources for guidance.

Tips, Gifts and Premiums from Outside Sources

Occasionally a contact from outside the DVCAI Artist Residency will offer a premium or gift to a artist(s). The artist(s) may personally accept any such gift valued at \$25.00 or less unless acceptance of the gift could result in a conflict of interest. Gifts of greater value become the property of the DVCAI Artist Residency.

Non-Violent Workplace Environment

The DVCAI and the DVCAI Artist Residency expressly prohibits any (actual and perceived) acts or threats of violence by any artist(s), former artist(s), or contractor against any DVCAI employee, DVCAI Artist Residency host, contractor or visitor. In keeping with the spirit and intent of this policy, management of the DVCAI and DVCAI Artist Residency will take prompt action including, but not limited to,

immediate termination and/or law enforcement notification against any employee who engages in any threatening behavior or acts of violence, or who uses any obscene, abusive, or threatening language or gestures. Further, The Phillips Collection will take appropriate action when dealing with former employees, contractors, Board members, vendors, or visitors to the museum facilities who engage in such behavior.

Safety

Providing a safe and healthy environment for artist(s), patrons, residency and visitors is a priority for DVCAI Artist Residency. Its success depends on the alertness and personal commitment of all.

DVCAI Artist Residency provides information to artist(s) about workplace safety and health issues through internal communication channels. Each artist(s) is expected to obey safety rules and to exercise caution in **ALL activities**. Artist(s) must immediately report any unsafe condition to the DVCAI Artist Residency host.

DVCAI Artist Residency host will report any and all activities that do not condone the proper professional behavior of the artist(s) immediately to the DVCAI Founder. Examples of behaviors that are not in alliance with upholding professional standards are: **Artist(s) who violate safety standards, cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of their residency.**

Smoking

DVCAI Artist Residency offers a smoke-free work environment for personal health, safety, and conservation reasons and in compliance with local ordinances. Artist(s) who wish to smoke may do so outside the residency as long as it does not interfere. All smokers are expected to dispose of related materials responsibly.

Flexible Work Schedules

Flexible work schedules allow eligible artist(s) to alter their work schedules to accommodate personal and DVCAI Artist Residency host needs, and to help balance work and personal responsibilities.

Flexible work schedules may not be appropriate for artist(s) in certain locations. Most flexible work schedules consist of days composed of core hours and flexible hours. Core hours are the designated period of the day when the artist(s) engage with their work, attending public programs, lectures, etc. Flexible hours are the part of the day when artist(s) and the DVCAI Artist Residency host may (within limits) choose the time of arrival and departure. The DVCAI Founder and DVCAI Artist Residency host will determine which flexible work schedules are appropriate. Under this program, it is expected that:

- The artist(s) amended schedule will not interfere with normal interactions with his/her DVCAI Artist Residency host
- The artist(s) schedule does not adversely affect the ability of the DVCAI Artist Residency host to perform their duties
- The artist(s) is accessible to patrons, donors, etc. that agree with the DVCAI Artist Residency host
- The artist(s) will maintain the agreed-upon work schedule unless a change is approved by the DVCAI Founder and DVCAI Artist Residency host.

Travel

For artist(s) time spent in on travel is considered part of the DVCAI Artist Residency. The artist(s) schedule for the week when the travel occurs may be adjusted for the travel time incurred at the discretion of the DVCAI Artist Residency host.

Residency Etiquette

The DVCAI Artist Residency strives to maintain a positive work environment where everyone treats each other with respect and courtesy. Sometimes issues arise when artist(s) are unaware that their behavior in the residency may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with the individual to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. DVCAI Artist Residency encourages all artist(s) to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another's ability to concentrate and be productive.

The following residency etiquette guidelines are not intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of the artist(s), DVCAI Artist Residency host and the work environment. Please contact the DVCAI Founder and DVCAI Artist Residency host if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Avoid public accusations or criticisms of other individuals. Address such issues privately with those involved or the DVCAI Founder and DVCAI Artist Residency host.
- Try to minimize unscheduled interruptions of others while they are working.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.

Problem Resolution

The following procedures apply in cases where an artist(s) has a complaint or grievance concerning his/her residency or the DVCAI Artist Residency policies and

procedures. However, The DVCAI Artist Residency recognizes generally that every situation is different and reserves the right to depart from these procedures when necessary.

- Within three business days of the occurrence, an informal discussion of the problem should take place between the artist(s), DVCAI Founder and the DVCAI Artist Residency host. If the problem is with the host, the artist(s) may discuss the problem with the DVCAI Founder. The artist(s) may elect to have another member of DVCAI staff appear with him/her when meeting with the DVCAI Founder.
- The DVCAI Founder will make every effort to resolve the grievance at this initial step. An unresolved grievance should be documented in writing by the DVCAI Founder. The DVCAI Artist Residency host should also document his/her review of the grievance and action taken.
- The DVCAI Founder has final decision-making authority on all employee grievances.

Notwithstanding the above, grievances involving allegations of harassment must follow the procedures set forth in this handbook.

The DVCAI Founder will confer with all others involved to determine the facts pertinent to the problem.

Discipline

In the event of a violation of DVCAI Artist Residency rules or policies that requires disciplinary action, DVCAI and the DVCAI Artist Residency may, in its sole discretion, address the violation by implementing one or more of the following steps, depending on the frequency, seriousness, and circumstances of the offense:

- Verbal warning with written documentation
- Written warning
- Second written warning with possible unpaid suspension for three days
- Termination of residency

NOTE: The DVCAI Artist Residency is not required to implement any particular level of discipline in any situation. This policy in no way limits the at-will status of the DVCAI Artist Residency.

See above section on Employee Conduct and Work Rules for examples that could result in disciplinary action.

The above list of Employee Conduct and Work Rules is not exhaustive, but includes examples of serious offenses that would be grounds for immediate termination.

Corrective Action

It is important that all artist(s) perform to the best of their abilities at all times. There will be occasions, however, where the artist(s) perform at an unsatisfactory level,

violate a policy, or commit an act that is inappropriate. As previously described, residency with the DVCAI Artist Residency may be terminated at any time, for any reason, with or without notice and without following any formal system of discipline and warnings. Nevertheless, the DVCAI Artist Residency may choose to exercise its discretion to use forms of discipline that are less severe than termination in certain cases depending on the nature and severity of the misconduct. Examples of less severe forms of discipline include verbal warnings, written warnings, demotion, and suspension. Discipline may involve one or more of these less severe actions. Although one or more of these steps may be taken in connection with a particular artist(s), no formal order or system of discipline is required. The DVCAI Artist Residency may terminate the artist(s) relationship, at any time, without following any particular series of steps whenever it determines, in its sole and exclusive discretion, that such action is warranted.

General Policy Against Discrimination and Harassment

It is the policy of the DVCAI Artist Residency that all artist(s) should be able to enjoy a work environment free of discrimination and harassment. This requires that each artist(s) treat with courtesy and respect every DVCAI Artist Residency host and the host country and individual with whom the artist(s) has contact in the course of the artist(s) residency. The DVCAI Artist Residency strictly forbids discrimination or harassment of any kind, including discrimination based on race, color, religion, creed, sex, sexual orientation, pregnancy, childbirth or related medical conditions, national origin, age, physical or mental disability, genetic disposition or carrier status, marital status, veteran status, personal appearance, gender identity or expression, family responsibilities, matriculation, political affiliation, or any other category protected under applicable federal, state or local law. This policy extends to each and every level of the residency's operations. Accordingly, any form of harassment, whether by a DVCAI employee, manager, supervisor, or by a third-party doing business with the DVCAI and DVCAI Artist Residency, will not be tolerated.

If an artist(s) believes that he or she has been the subject of discrimination or harassment or that he or she has witnessed it in the workplace, the artist(s) should immediately bring concerns to the attention of DVCAI, DVCAI Artist Residency and its host, his or her supervisor, or any member of management with whom the artist(s) is comfortable.

Policy Against Sexual Harassment

The DVCAI Artist Residency policy is to provide its artist(s) with a work environment free from harassment, which includes, but is not limited to, harassment on the basis of sex. Sexual harassment is a form of sex discrimination that the DVCAI and the DVCAI Artist Residency will not tolerate. Sexual harassment may include the following conduct where it is unwelcomed to the recipient-artist(s):

- verbal comments or propositions of a sexual nature
- the display or circulation of sexually suggestive or explicit visual or printed material
- physical conduct of a sexual nature

Every artist(s) is expected to be aware of this policy and of the types of conduct that may constitute unlawful harassment, as well as the avenues of assistance provided by the DVCAI and DVCAI Artist Residency for addressing complaints of sexual harassment.

This policy extends to each and every level of the DVCAI and DVCAI Artist Residency operations. Accordingly, sexual harassment, whether by a fellow employee, manager, or a third-party doing business with DVCAI and the DVCAI Artist Residency (whether of the same sex or the opposite sex), will not be tolerated.

Acts that are considered to constitute sexual harassment include, but are not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- submission to such conduct is either an express or implied term or condition of residency
- submission to or rejection of such conduct is used as a basis for a residency decision affecting the harassed person
- the purpose of such conduct is to substantially interfere with the affected artist(s) work performance or to create an intimidating, hostile or offensive work environment
- the effect of such conduct is to substantially interfere with the affected artist(s) work performance or create an intimidating, hostile or offensive work environment

Examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness, include:

- Direct or implied requests by an individual for sexual favors in exchange for actual or promised job benefits (favorable reviews, promotions, etc.)
- Touching any part of another artist(s) body
- Derogatory or provoking remarks about or relating to an artist(s) gender, sexual orientation or sexual activity
- Displaying or transmitting sexually suggestive materials or using sexually explicit language or gestures
- Continuing to ask an artist(s) to socialize on or off duty when that person has indicated an unwillingness to do so
- Coerced sexual acts
- Off-duty conduct that falls within the above definition and affects the work environment.

Please note that while this policy sets forth DVCAI Artist Residency goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit DVCAI Artist Residency authority to discipline or take remedial action for unacceptable workplace conduct, regardless of whether that conduct satisfies the definition of sexual harassment.

Sexual Harassment Complaint Procedure

Sexual harassment of any kind serves no legitimate purpose and has a disruptive effect on the artist(s) ability to perform the artist(s) residency properly. The DVCAI Artist Residency takes allegations of harassment very seriously and will actively investigate all complaints. If it is determined that harassment has occurred, DVCAI Artist Residency will take appropriate action against the offending persons, up to and including termination.

If an artist(s) believes that he or she has been harassed or has witnessed the harassment of others, he or she needs to bring the concerns to the attention of DVCAI Artist Residency immediately in any of the following ways:

- Report the conduct to DVCAI Founder and DVCAI Artist Residency host
- Report the conduct to any member of management with whom the employee feels comfortable

IMPORTANT NOTE: If the particular circumstances make a discussion with or a complaint to the artist(s) own manager inappropriate (for example the complaint involves the artist(s) manager), the artist(s) should not hesitate to immediately bring the matter to the attention of the DVCAI Founder or any other member of senior management.

It is the DVCAI Artist Residency policy that all such matters will be handled with appropriate care and discretion and receive a thorough investigation. When an artist(s) brings a complaint to the attention of any member of DVCAI management, will be notified and an investigation of the allegations will be undertaken promptly. Such investigation shall generally include, at a minimum, interviews with all persons identified as having direct and personal knowledge of the incident(s) in question. If the investigation reveals that inappropriate workplace conduct has occurred, DVCAI Artist Residency will take prompt and effective remedial action. Such measures are designed to put an immediate stop to the inappropriate conduct as well as prevent its recurrence. Therefore, DVCAI Artist Residency retains the right to take whatever action it believes appropriate under the circumstances, up to and including terminating the offending person.

Sexual harassment and the other forms of harassment described above are unlawful under both federal and state law. DVCAI and DVCAI Artist Residency is committed to responding quickly and effectively to any internal report of harassment and hopes that the artist(s) will feel comfortable coming forward and allowing DVCAI

and DVCAI Artist Residency to pursue an internal investigation and resolution of the matter.

Code of Ethics

All artist(s) are expected to comply with the DVCAI Artist Residency policy on ethics and artist(s) are expected to conduct themselves in such a manner as to avoid any conflicts or appearances of conflicts, with the activities, policies, operations, and interests of the DVCAI Artist Residency.

Dealing in Art

An artist(s) may not act as a dealer in purchasing or selling works of art, nor may an artist(s) use his or her influence at DVCAI Artist Residency for personal gain in the art market. An artist(s) may not accept any commission or stipend from any collector, dealer, artist, or institution, except in cases where prior permission in writing to accept such commission or stipend has been given by the DVCAI Founder. The DVCAI Founder may accept any such commission or stipend for himself or herself only with prior approval of the DVCAI Founder.

Appraisals

An artist(s) may not give, for a payment of any kind, any certificate or statement as to the authenticity or authorship of a work of art, or any statement of the monetary value of a work of art, without prior approval of the Board of Trustees.

Illegally Obtained Objects

No artist(s) shall acquire knowingly for his or her personal collection, or knowingly allow to be recommended for acquisition by DVCAI Artist Residency, any object that has been stolen, removed in contravention of treaties and international conventions to which the United States is a signatory, or illegally imported into the United States.

Conflicts of Interest

Artist(s) must conduct their activities so that conflicts of interest (actual, potential, or perceived) are avoided. Nothing you do in your work should provide an unusual gain or benefit to you, a relative or friend, or a business associate with whom you have a special relationship. Such a gain or benefit could be perceived to directly or indirectly benefit you at the museum's expense. If you have any concerns about a potential conflict of interest, you should discuss the matter with the DVCAI Founder who will determine if others in the museum should be consulted.

Non-disclosure

The protection of confidential business information is vital to the interests and the success of DVCAI and DVCAI Artist Residency. Artist(s) who improperly use or disclose propriety or confidential information will be subject to disciplinary action, up to and including termination of residency, even if they do not actually benefit from the disclosed information.

DVCAI

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