

SUMMARY

of the Ethics Proceedings Newly Introduced by Vígszínház theatre

In the following, a summary is provided of the most important things to know about the rules of the new ethics proceedings.

1. In which cases can ethics proceedings be opened?

ETHICS PROCEEDINGS CAN BE OPENED IF ALL OF THE FOLLOWING CONDITIONS ARE MET:

1. The complainant (victim) is an employee or a contractual partner of Vígszínház theatre who provides in-person services in Vígszínház theatre work area.
2. A complainant may open ethics proceedings if s/he feels that they have been harassed sexually or otherwise or have been the victim of abuse of power. Such acts are defined in Section 3 of the Code of Conduct. For ease of understanding, specific examples of each of these acts are given in Section 4 of the Code of Conduct.
3. It is important to note that abuse of power or harassment must occur during work, during work time OR in close connection with work.

Such an act may take place in the buildings, warehouses or any other work areas of Vígszínház theatre, as well as on tour or during assignment to the countryside, abroad, in the accommodation used or perhaps while on the road. All tasks that are listed on the rehearsal schedule are to be considered as work. For example, participation in a performance in the premises of Vígszínház theatre or any act that may occur during a tour in the countryside or abroad or while travelling in connection with such a tour will be considered to be closely connected with work.

4. The person subject to complaint must be another Vígszínház theatre employee or its contracted partner providing in-person services. Vígszínház theatre can NOT open ethics proceedings against a person subject to a complaint who is not its employee or contractual partner.

Ethics proceedings may NOT be opened for conduct in which an employee or contractor engages in their free time or during other work not linked to Vígszínház theatre.

2. Who can initiate ethics proceedings, i.e. who can lodge a complaint?

- A Vígszínház theatre employee
- A contractual partner of Vígszínház theatre who provides in-person services on Vígszínház theatre work areas
- Anyone who has knowledge of an event listed in Section 1, including a third party.

It is important to highlight that complaints can be filed not only in cases which the whistleblower has suffered as a victim, but also in cases where the whistleblower has seen or experienced an incident that did not happen to them, rather to another Vígszínház theatre employee or contractor.

3. Against whom may ethics proceedings be initiated?

- Against Vígszínház theatre employees in non-management positions

- Against Vígszínház theatre contractors who provide in-person services in Vígszínház theatre work areas.

4. How can ethics proceedings be opened?

A) If the complainant wishes to lodge a complaint in person and subject to revealing their identity, they can contact:

- The Director of the Theatre: Péter Rudolf
- The Labour, Salary and Social Security Team Lead, the Head of HR (hereinafter "Head of HR"): Mária Horváth
- The Chairperson of the Trade Union: Gábor Csőre
- The Chairperson of the Works Council: Kornélia Berkes
- The Ethics Committee, by contacting the Ethics Committee's permanent lawyer member: Dr Zita Rihay-Kovács
Email: info@biztonsagosterek.hu
Mobile: + 36 70 409 2851 , between 10 AM and 4 PM Monday to Friday

B) Anonymously:

- By e-mail (zoldvonal@vigszinhaz.hu, which can be accessed by the Head of HR)
- or using Vígszínház theatre's dedicated online interface (under construction).

Important – A victim cannot remain anonymous, only the whistleblower who opens proceedings for and on behalf of someone else. If the victim does not wish to reveal their identity and go with the ethics proceedings, the proceeding cannot be conducted on the merits.

5. When can a complaint be made?

Promptly or within a reasonable time—which essentially means six months from when the respective incident occurred or came to your attention.

Even complaints reported after six months can be investigated by way of exception if the reason for a complainant failing to file a report within six months was that there were reasonable grounds to believe that whistleblowing would compromise their professional work or the case caused significant shock or distress.

6. In what form and how can a complaint be filed?

Complaints can be filed orally or in writing. To guarantee the most effective inquiry possible, filing your complaint in writing—by e-mail or in a letter—is recommended.

The complaint must include the following:

- What happened and when, who committed the act subject to the complaint?
- What the complainant thinks about the conduct subject to complaint and what feelings does it evoke in them?
- What does the complainant want to achieve by opening ethics proceedings?

7. Who will conduct the ethics proceedings?

The Ethics Committee, comprising three members.

The Ethics Committee has two permanent members (a lawyer and a psychologist) and one ad hoc member. The ad hoc member is selected jointly by the two permanent Ethics Committee members from a list drawn up jointly by the Trade Union, the Works Council and the Arts Council, having regard to the nature and circumstances of the case in question.

8. Who investigates incoming complaints and how?

The permanent lawyer member of the Ethics Committee, with the exception of employees holding management positions, for whom the complaint is immediately forwarded to the Supervisory Board.

The permanent lawyer member of the Ethics Committee will explore what has happened, investigate whether the criteria for opening ethics proceedings are met, whether any urgent action is needed and, subject to the criteria for doing so are met, open the proceedings.

9. What happens during ethics proceedings?

The Ethics Committee will interview the parties and any witnesses the parties may designate in the interest of clarifying the facts, and examine the evidence.

No one can be obligated to furnish a statement in person; statements may be submitted in writing.

10. How long do ethics proceedings take?

30 calendar days, which time limit may be extended on one occasion by up to a maximum of 15 calendar days, where the complexity of the case, the number of interviews or the gathering of evidence so requires and makes it inevitable.

45 calendar days for complaints lodged by a group—if there are at least 3 complainants—and that may also be extended once by 15 calendar days.

11. Can the parties have legal representation?

Yes, both the victim and the person subject to a complaint may retain counsel at any stage of the ethics proceedings, at their own expense.

12. What consequences can ethics proceedings have?

The Ethics Committee will make a proposal to Vígszínház theatre's Director regarding a particular measure if it finds that sexual or other harassment or abuse of power has occurred. Vígszínház theatre's Director may require the person subject to a complaint to apologise, ban them from the conduct in question, issue an employer's warning and, in severe cases, dismiss the person subject to a complaint or terminate the contract concluded with them.

13. What happens if someone makes a false report intentionally?

Lodging such complaints is unacceptable and may incur disciplinary action by the employer, ethics proceedings or other measures or sanctions.

14. Confidentiality

In establishing its ethics proceedings, Vígszínház theatre has the intention of making it possible to clarify cases of harassment and abuse of power. For this reason, the members of the Ethics Committee, the parties and other participants in the proceeding must all sign a non-disclosure agreement. The said non-disclosure agreement is published in conjunction with the Code of Conduct as Annex 1 to the same.

15. Where can the Code of Conduct be accessed?

The Code of Conduct will be published on the Vígszínház theatre intranet site among Regulations, so that it is available to all employees.

Hard copies of the Code of Conduct are available for viewing at the Trade Union steward, Mrs László Hodány, the Head of HR or the Artistic Secretariat of Pesti Theatre.

In addition to the above, it will also be published on the Vígszínház theatre website under a separate menu item, titled Code of Conduct.

16. How can further information be obtained about ethics proceedings?

By phone between 10 AM and 4 PM Monday to Friday or by email, from the following people:

1. Chairperson of the Trade Union: Gábor Csőre

2. Head of HR: Mária Horváth

3. Permanent lawyer member of the Ethics Committee: Dr Zita Rihay-Kovács

Email: info@biztonsagosterek.hu

Mobile: + 36 70 409 2851