



# CCP SAFE SPACE HANDBOOK



Cultural Center of the Philippines

# **CCP SAFE SPACE HANDBOOK**

CULTURAL CENTER OF THE PHILIPPINES  
2023

CCP Safe Space Handbook

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## VALUED AND RESPECTED IN EVERY ASPECT

The Cultural Center of the Philippines strives to be a safe space for artists, cultural workers, and audiences alike and create a workplace free from bullying, harassment and intimidation of any kind.

A space where every artist can freely express themselves with an assurance of being valued and respected in every aspect, where they can report any concern without fear of reprisal and judgment.

Through this Safe Space Handbook, we hope to make meaningful changes by pursuing new mindset and new approaches in art making, and creating a new system to have healthy collaborations and cultural exchanges among our artists, production teams, and audiences.

We aim to be responsible in our programming choices and hiring practices, while addressing power imbalances, providing equal opportunities, and being inclusive and gender sensitive. We want to empower our artists, free them from unsafe conditions while working in our theaters and productions. We hope to inspire meaningful dialogues and discussions with our stakeholders on how we can make the Center the best and safest place to work in.

Let us all work together to make every workplace a safe and healthy one.

**Maria Margarita Moran-Floirendo**  
*President*  
*Cultural Center of the Philippines*



## TO ESTABLISH A CULTURE OF SAFE WORKSPACES

More than just being a hazard-resistant and accident-free working environment, the Cultural Center of the Philippines commits to providing a safe and discrimination-free workplace and performing venue.

We take a big leap to establish a culture of safe workspaces and one of our first steps is to create a comprehensive guideline, the CCP Safe Space Handbook, on safeguarding the well-being and safety of not just our employees, but the artists and cultural workers we are collaborating and working with, as well as the audiences we serve.

If you read through the CCP handbook, it defines what constitutes a safe space. It contains detailed information on Philippine Laws and international legal instruments, as well as a general code of conduct and safety protocols.

It communicates how everyone can respect human rights, embrace diversity, practice fairness, combat workplace violence, and cultivate safe places for all through institutionalizing transformative measures, procedures, and practices that cultivate a culture where every artist, worker, and audience thrives and is treated fairly. Our goal is to establish a space where everyone is free to be themselves without fear of being judged, ostracized, or bullied.

The CCP Safe Space Handbook, the first of its kind, is a work in progress as we hope and ensure that all voices are heard, and all new social and cultural developments are included when we make future decisions and policies for safe workspaces.

I hope this will serve as a good precedent for other institutions, companies, and organizations to make the Philippines a safe nation for all workers.

**Dennis N. Marasigan**

*CCP Vice President-Artistic Director  
Chairperson, Gender and Development Committee*

# PAUNANG SALITA

Ano ang gagawin mo kung bully ang iyong katrabaho?

Ano ang gagawin mo kung lagi kang inaasar at iniinsulto ng iyong boss?

Ano ang gagawin mo kung may malisya ang mga dantay ng iyong kaeksena sa teatro o pelikula?

Ano ang gagawin mo kung may nakikita kang maling pagtrato sa bata habang kayo ay nasa isang rehearsal?

Ano ang gagawin mo kung ang sining na iyong kanlungan ay naging isa nang lunan ng opresyon?

Noong 2022 ay nagpasya ang Gender and Development Committee ng Cultural Center of the Philippines na tipunin ang mga tanong na ito at subuking sagutin at tugunan. Sa ibang bansa, mayroon nang mga gabay at reading materials patungkol sa pagiging safe space ng mga tanghalan at espasyong para sa sining at kultura.

Kaya napapanahon ang paglalathala ng katulad na publikasyon para sa sarili nating Tanghalang Pambansa. Noon isinilang ang ideya ng CCP Safe Space Handbook.

Ang CCP Safe Space Handbook ay naglalayon na makatulong upang mapanatili ang pagiging isang kanlungan ng CCP.

Kanlungan na patas at makatarungan sa lahat ng oras, at sa lahat ng tao, lalong lalo na sa mga alagad ng sining, cultural worker, opisyal at empleyado ng CCP, manonood, patron at iba pang miyembro ng komunidad na itinataguyod ng CCP.

Matatagpuan sa librong ito ang sumusunod:

1. Kahulugan at paglalarawan sa mga konseptong may kinalaman sa karapatang pantao, safe workspace, bullying, harassment at iba pa;
2. Step by step na instructions o mga hakbang na dapat gawin kung ikaw ay nakaranas ng bullying, harassment at katulad na sitwasyon;
3. Paglalahad ng iba sa sarili nilang danas;
4. Mga payo ng propesyonal na sikolohista;
5. Downloadable na incident forms;
6. Link sa mga kaugnay na batas sa Pilipinas; at
7. Mga reliable na sanggunian at reading materials.

Ipinapaliwanag sa librong ito na pagkaganid sa kapangyarihan ang tunay na dahilan kung bakit may unsafe spaces sa mundo. Ang mga ganid ay posibleng tao, indibidwal, grupo, institusyon, kompanya, sistema.

Ipinapaliwanag din sa librong ito, na ang isang paraan upang mapatigil ang mga ganid sa kanilang ginagawa ay ang magsalita laban sa kanila, mag-ulat laban sa kanila, magtulungan at magsama-sama laban sa kanila.

Magbuklat at magbasa.

Dahil sa librong ito, malalaman mo: may kakampi ka sa sining at kultura.

**Mae U. Caralde at Beverly Wico Siy**

*Mga Tagapangulo*

**CCP Gender and Development Technical Working Group**

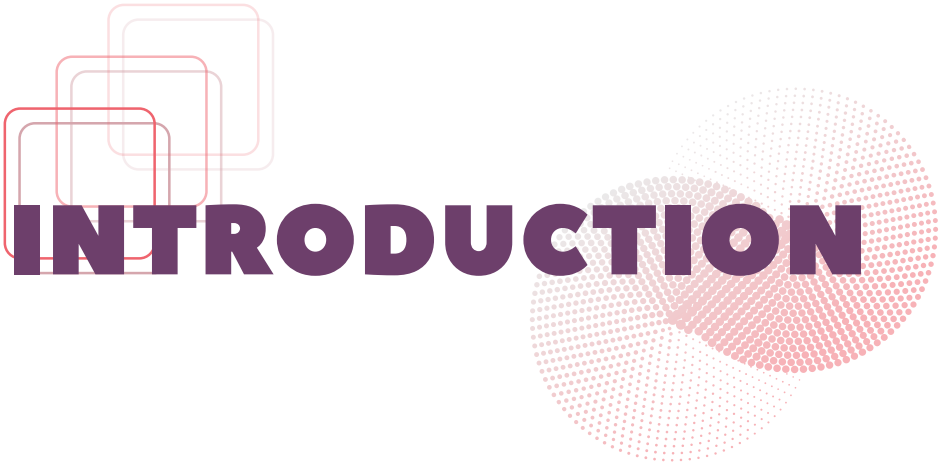
# TABLE OF CONTENTS

Valued and Respected in Every Aspect.....	i
To Establish a Culture of Safe Workspaces.....	ii
Paunang Salita.....	iii
<b>INTRODUCTION.....</b>	<b>1</b>
An Introductory Note from the Writer.....	2
Rationale.....	6
Guide to the Handbook.....	8
What does the CCP Safe Space Handbook do?.....	8
Does the Handbook provide all the answers?.....	8
Who is this Handbook for?.....	9
How are we all responsible for maintaining safe workspaces?.....	9
How do I raise and report concerns?.....	10
What happens after I raise and report concerns?.....	12
Will I lose my job or be punished for reporting or participating in formal investigations to help victim-survivors?.....	12
Abbreviations.....	15
<b>SAFE SPACES AND WORKSPACES: A PRIMER OF CORE CONCEPTS.....</b>	<b>16</b>
Safe Spaces.....	17
Safe Workspaces.....	27
<b>CCP SAFE SPACES: GENERAL GUIDELINES.....</b>	<b>31</b>
Institutional Commitments.....	32
Committing to Philippine Laws and International Legal Instruments.....	33
Embracing Human Rights .....	37
Making CCP a Safe Space.....	39
Safeguarding Well-being and Safety .....	43
General Code of Conduct and Safety Protocols.....	46
Respecting Each Other.....	47
Practicing Fairness.....	50
Keeping the Workplace Safe.....	52
Preventing Harassment and Violence in the Workplace.....	54



# TABLE OF CONTENTS

Aiding Victim-Survivors of Domestic Violence in the Workplace.....	62
Preventing Sexual Harassment in the Workplace.....	65
Code of Conduct and Safety Protocols for Artists.....	69
Cultivating Safe Workspaces for Artists.....	70
Mentoring and Working with Children in the Arts.....	78
Safe Workspaces Mechanisms.....	86
Creating a Culture of Safe Workspaces.....	87
Combating Workplace Violence.....	90
APPENDICES AND ATTACHMENTS.....	93
Annex 1: Philippine Laws.....	94
Annex 2: CCP Forms.....	95
BIBLIOGRAPHY.....	100
THE CCP SAFE SPACE HANDBOOK PRODUCTION.....	120
CCP Gender and Development Committee.....	121
CCP Safe Space Handbook Committee.....	122
CCP Safe Space Handbook Writing and Development.....	123
PASASALAMAT.....	126

A decorative graphic consisting of several overlapping squares on the left and two overlapping circles on the right. The squares are outlined in a light red color. The circles are filled with a halftone dot pattern, transitioning from light pink to a darker red. The word "INTRODUCTION" is overlaid on the circles in a bold, dark purple font.

# INTRODUCTION

## An Introductory Note from the Writer

**The creation and cultivation of safe workspaces in the Cultural Center of the Philippines (CCP) seeks to guarantee the protection** of all the institution's workers, artists, and children in the arts as we work towards gaining a clearer and more comprehensive understanding of violence and harassment at work as well as a more sophisticated and nuanced appreciation of the specificities of artistic and cultural workplace hazards, measures, and solutions.

**Safe workspaces respect, protect, and fulfill human rights.** In order for a workspace to truly be "safe", it must have policies, measures, and mechanisms that guarantee its workers their human rights and occupational safety, and safeguard all aspects of health and well-being. In 2022, the International Labour Conference (ILC) added "a safe and healthy working environment" to the Declaration on Fundamental Principles and Rights at Work to address occupational safety and physical health amidst the emergence of new challenges and occupational risks that accompany new facets of work ushered in by technological advances, changes in workplace engagement, and the substantial increase in distance work following COVID-19. Apart from continuing to uphold human rights, it also pays attention to workplace violence and harassment, which play a central role in the clamor for safe workspaces.

**In spite of state laws and international legal commitments and conventions, workplace violence continues to be a phenomenon experienced on a wide scale and with alarming frequency by workers worldwide.** The International Labour Organization has identified three main types of workplace violence (WPV): physical, psychological, and sexual harassment and violence. These cover a wide range of acts and behaviors, have adverse implications on the world of work, and affect all types of workers - individuals across all genders, classes, races, and different characteristics - in their mental and physical health.

**The prevalence, normalization, and the social and cultural acceptability of WPV and workplace injustices demonstrate how workspaces are commonly rife with violations of human rights.** WPV is harmful and deeply hurtful, yet identifying and addressing this has always presented challenges because such acts and incidents (which include bullying, discrimination, and gender-based violence) have long been normalized and are still often believed to merely be part of workplace culture. WPV and stress rooted in working conditions and labor relations remain to be generally viewed as things that we, as workers, must simply get accustomed to dealing with as adults and professionals - and this has to change.

**Artists, in particular, comprise one of the most vulnerable work sectors worldwide.** Usually engaged as contracted workers with ambiguous engagement terms and employment relationships within a gig economy, artists often have inadequate to no regular salaries, paid sick leaves, bonuses, benefits, health insurance, or social protection. Much of creative occupations' work (such as the daily practice for honing skills, long periods of writing, rehearsals, research, and the like) leading up to the artistic output (such as the actual performance or show, artwork or literary work, and the like) is "hidden" or "invisible" and usually not included in artists' remuneration, and so the funding for this consequently comes out of pocket. Such factors contribute to our precarious economic circumstances, which are compounded by hiring or commissioning that may be conditional upon enduring and surviving normalized abusive treatment - usually disguised as methods of teaching, mentoring, directing, and the like - with the rationalized purpose of pushing us to do better, making us tougher, and helping us to survive in the world of arts. Such behavior is extremely harmful, and is actually tantamount to cruelty, bullying, and violence.

**Artists engage in work that necessitates creative risk-taking and problem-solving behaviors** such as expression, exploration, experimentation, invention, improvisation, individual boundary-breaking, and critical self-reflection. Such work often involves revealing and exposing ourselves in the most honest of ways and rendering ourselves vulnerable. This willing vulnerability is part of the process and must be respected, protected, and engulfed in an atmosphere of trust and safety. Unfortunately, there have been many times when such willing vulnerability within each artistic discipline's unique work arrangements have become circumstances and opportunities for workplace violence (WPV), including gender-based violence (GBV) and sexual harassment (SH). As such, mental and emotional health risks abound in the arts, in addition to stress linked to stage fright or nervousness for art exhibits, writer's workshops, film premieres and the like, as well as to the ever-required and expected perfectionism.

**Artists also contend with inherent dangers that come as part of artistic work** and, as such, have always been at increased risk for health conditions, disabling ailments, and injuries. Of the health hazards that abound in the arts, most visible are those that come in the form of physical health risks, injuries, and health conditions specific to one's craft. Visual artists are continually exposed to chemicals in the materials and techniques used in creative production while also being susceptible to physical injuries and musculoskeletal disorders. Writers, in the olden days, used to experience writer's cramp from the prolonged positions for writing manually - which has now been replaced by repetitive strain injuries related to computer/laptop keyboard use. Singers and actors are subject to voice strain and vocal abuse,

while musicians in general experience hearing difficulties and hearing loss problems, repetitive strain injuries, and instrument-specific pain endured in the course of training and performing. Orchestral musicians experience posture problems due to the need to hold body positions for long periods of time. Dancers are prone to sprains and musculoskeletal pains and injuries. And in addition to all these, performance artists generally also deal with accidents and injuries related to training, rehearsals, and actual performances due to venue, props, equipment, chemical exposure, and mechanical equipment issues and challenges. All such factors that constitute the realities of artists at work need to be made visible, acknowledged, and incorporated into policies and measures for safe workspaces.

**We must remember too, that among our artists are children** who are entrusted into the care of the professionals tasked to train and work with them with full confidence that they will be safe and treated properly in nurturing, learning environments. As individuals who cannot yet fully care for themselves, children are at the mercy of the adults in charge of their safety and well-being; in turn, these adults should always have the children's best interest in mind and at heart. Unfortunately, children in the arts have been subject to the same physical, mental, and emotional challenges and, worse, they have had to deal with all these as young people. Children must be regarded with respect as individuals with valuable experiences and contributions to make in our productions, activities, and mentoring programs. They must be guided towards developing their full potential and safeguarded against all harm to any aspect of their physical, mental, emotional, or social well-being. They must also be protected against any exploitation or harm, as stipulated in the law.

**We need to keep all these in mind as we develop and implement specific health and safety protocols, preventive measures, and medical precautions and interventions for each of the different artistic disciplines.** Artists, arts production professionals, cultural workers, employees, and all workers whose skills and labor contribute to artistic and cultural development production must have well-functioning workspaces that provide assurance, respect, trust, and safety. Such workspaces must have measures for bodily, mental, and emotional care, hazard prevention, protection, and intervention. We must be able to ensure our physical health and safety within our workspaces as we engage in artistic and cultural work. We must foster respectful interactions so that we can drop all inhibitions, engage in creative risks, and perform daring tasks in all safety and security.

**The development of the CCP Safe Space Handbook encompasses these principles, concerns, and considerations towards safeguarding the rights and well-being of all workers** and highlighting the need for equal rights in gender, class, race, characteristics, and in the specificities of the circumstances of artists and children in the arts. These guidelines were crafted based on research, two general focus group discussions (FGDs), and adherence to laws and international legal instruments. They seek to provide basic informative and instructive references for (1) evolving workplace policies, practices, and behaviors, (2) ensuring workspace measures for health, well-being, and safety, (3) spotting, preventing, and dealing with WPV, and (4) providing protection for all workers, support for victim-survivors, and mechanisms for eliminating workplace violence from our workspaces.

**This Handbook is envisioned to serve as a “living document”** that will continue to evolve towards the development and inclusion of sector-specific and artistic discipline-specific safe workspaces policies and protocols. These can all be achieved through: (1) the active and meaningful participation, involvement, and representation of workers through FGDs; (2) contributions from, consultations with, and consensus-building among the stakeholders and sectors within the institution; and (3) continuing research and local initiatives by the CCP, all towards a better understanding and appreciation of the realities on the ground of our arts and culture workers.

**Safe workspaces are essentially about a transformative culture of caring for one another within professional contexts.** Everyone has the right to work in a workplace that protects us from violence, harassment, and any and all occupational and workspace hazards, regardless of employment status or the nature of work engagement. We must collectively take responsibility for each other, ensure safe and decent work environments, and eliminate WPV.

**The development of the Handbook is a significant and progressive step in line with the worldwide campaigns of the International Labour Organization and the United Nations** to achieve Sustainable Development Goals towards “creating a better world of work based on equity, sustainability, and respect for rights” (ILO 2022). I express my heartfelt gratitude to the Cultural Center of the Philippines for the honor of working on this landmark document for the country’s premier arts and culture institution and for the opportunity to contribute to the creation of optimal conditions for the assertion of care for artists and all workers.

**Cindy Cruz-Cabrera**

# RATIONALE

As the leading institution for arts and culture in the Philippines, the Cultural Center of the Philippines (CCP) has been at the forefront of cultural arts and performance in the areas of production and development, education and training, and promotion and appreciation throughout the country. Our capable and committed workforce equips the CCP to support our resident dance, music, and theatre companies as well as to provide instruction and mentoring over a broad range of engagements across music, theater, dance, film, broadcast, literature, and visual arts.

For more than fifty years, the CCP has held a position of prominence and prestige in culture and the arts in its collaboration with aspiring, established, and highly-acclaimed artists from the Philippines and all over the world.

## CCP Vision, Mission and Objectives

### VISION

"The leading institution for arts and culture in the Philippines recognized globally in promoting artistic excellence and nurturing the broadest publics in art making and appreciation, by 2030."

### MISSION

"To promote and preserve the best of Filipino arts and culture by embodying the values of katotohanan (truth), kagandahan (beauty) and kabutihan (goodness)."

### STRATEGIC OBJECTIVES

1. Contribute Significantly to an Inclusive Growth, Industry, Relevant and Socially Responsive Global Environment
2. Nurture the Next Generation of Artists and Audiences who Appreciate and Support Artistic and Cultural Work
3. Achieve Reputation for Excellence, Professionalism and Competence
4. Efficient Delivery of Technical and Artistic Services and Use of Financial Resources
5. Effective Management of CCP Facilities and Other Assets
6. Develop a Loyal, Competent and Efficient Workforce Towards Fulfilling a Vital Role in the Cultural Institution
7. Adopt Strategy-Based Plan to Achieve Organizational and Financial Stability

In the mission to promote artistic excellence and nurture the broadest publics to participate in art making and appreciation, the CCP provides facilities and corollary services that are both conducive and empowering for artists and their teams to achieve full creativity and productivity amid a sense of comfort and safety. We are able to accomplish these by adhering to pertinent laws and institutionalizing regulations and practices that reflect a clear understanding of the needs of artists.

Amid the rise of local and global issues and concerns of workplace violence, new international legal instruments for violence and harassment in the world of work, and the continued worldwide emergence of guidelines and statutes on providing and maintaining safe spaces, the CCP recognizes the urgency of revisiting these needs to ensure measures that (1) facilitate competent and efficient cultural and artistic work production processes and output and (2) equip workspaces to safeguard the well-being and safety of all when carrying out professional responsibilities and engagements.

The **CCP Safe Space Handbook** is one of those measures. This is the institution's commitment to enforce the spirit of the law by developing concrete measures that shall protect our workers in the implementation of all events and projects. Through this Handbook, the CCP pledges to ensure the safety and well-being of all those who inhabit our workspaces - whether as employees, performing artists, cultural workers, freelancers, consultants, and the like. By taking responsibility for creating and maintaining workspaces that are safe, caring, and inclusive, the CCP commits to instituting policies, guidelines, and practices that guarantee the protection of each person within its spaces.



# Guide to the CCP Safe Space Handbook

## What does the CCP Safe Space Handbook do?

This Handbook presents guidelines on making the CCP and its physical and virtual areas as well as those external to the institution safe for artists, creative and production staff, workshop facilitators, resource persons, and any and all persons engaged by the institution to contribute to its programs, activities, and projects - in whatever work capacity and regardless of employment or engagement status.

These guidelines assure workers of protection during engagements with the Center for meetings, rehearsals, set-ups, productions, performances, exhibitions, and any and all activities in the performance of professional responsibilities for the CCP. These include all business and events conducted by the CCP, business travel, as well as business-related and social functions related to or as a result of work, whether held at the CCP or outside of the premises. These also cover incidents that occur online in any social media and communication platform.

They adhere to legal and international commitment frameworks for safe spaces and workers' rights. They express the guarantee that the CCP safeguards workers' well-being and safety while carrying out the Center's mission, vision, and core values.

Our Handbook helps us to achieve our ultimate goal for CCP as a safe workspace: to provide a safe, respectful, and positive environment where we are all free to be ourselves and accomplish excellent artistic and cultural work together. It stands as our commitment to an ethic of care and responsibility for each other and doing right by each other.

## Does the Handbook provide all the answers?

This Handbook aims to provide comprehensive yet concise information and guidelines to address a broad range of questions and concerns about workers and workspaces at the CCP. While it may not anticipate all the answers for every work situation, the Handbook provides the information, resources, references, and guidance needed for careful thought in assessing situations, judging occurrences, and making principled and ethical decisions. **It presents starting points for the development of policies and procedures specific to the needs, issues, and concerns of artistic and cultural work.**

## Who is this Handbook for?

Our Handbook applies to everyone at the CCP at every level: our board members, officials, supervisors and managers, regular employees, and full time contractual employees.

The Handbook also applies to contingent and contractual workers hired by the CCP on a per-event or per-project basis for their expertise in particular disciplines, specific skill sets, specialized services, and the like. These include artists, artists in residency, cultural workers, service providers, professionals, consultants, freelancers, independent contractors, and other workers engaged by the Center for limited time periods based on projects and events.

Individuals who are engaged by the CCP for projects, events, and activities in a fieldwork, internship, apprenticeship, volunteer, educational, and any and all other professional learning experience arrangements with monetary or non-monetary compensation are also protected in our safe workspaces.

Children engaged by the CCP for projects, events, and activities in artistic and cultural work and training contexts are protected against “all forms of abuse, neglect, cruelty, exploitation and discrimination, and other conditions prejudicial to their development including child labor and its worst forms”, in accordance with Republic Act 9231. As minors entrusted into our care, they are therefore under our proxy parental supervision and stewardship.

This Handbook is also for the children’s primary carers and responsible adults (parents, siblings, family members, and non-family members who are their guardians and/or the persons in whose care they are).

## How are we all responsible for maintaining safe workspaces?

While we shall be assured of safe workspaces protection in the CCP, we must remember that we also have the responsibility to be stewards of our safe workspaces. Making sure a space is safe begins with each of us. We must perform and behave in a manner consistent with our Handbook.

We must hold ourselves responsible for the ways that we behave on a personal level. This means that each of us must:

- **Be professional** in the performance of the job. Perform and complete your tasks, keep to your prescribed hours, and follow the prescribed policies for your job.
- **Be accountable** for your performance and output. Accomplish your work at a standard of excellence. Honor your commitments.

- **Be proactive** in solving problems and resolving differences and conflicts. Act with integrity and respect. Use good judgement.
- **Be supportive** of colleagues and their work. Recognize and acknowledge good work and capabilities regardless of race, socioeconomic status, gender, or disabilities.

If we hold management and leadership positions, it means that we should also:

- **Be inspiring.** Lead by example. Be both motivating and caring. Hold others accountable for their work and actions while also being kind.
- **Be available.** Let others know that you can be approached and are open to consultation. Listen and respond when you are sought for advice or concerns.
- **Be trustworthy.** Let others know that you respect privacy and confidentiality, take their concerns seriously, and have their best interest in mind.
- **Be on the side of right no matter what.** Exercise good judgment guided by human rights. Take appropriate action when there is misconduct, no matter who is involved. Lead against workplace violence.

Most importantly, We must all participate in the prevention of workplace violence. **Be an ally against any and all forms of workplace violence.**

## How do I raise and report concerns?

It is everyone's duty to report any incidents of workplace violence and violations of our safe workspaces. It may be difficult, stressful, and scary to raise concerns, because workers may not know what to do, or we may fear punishment and retaliation, or we may simply feel that nothing will come of it anyway and it will only be a waste of our time. However, reporting concerns helps us to protect each other. It shall help the CCP to respond immediately towards resolving problems, conducting investigations, and providing interventions as necessary.

Everyone who speaks up shall be assured of privacy and confidentiality.

If you (1) have any questions about the Handbook, (2) witness or suspect any incidents or violations, (3) experience this yourself, or (4) are asked to participate in or do something that goes against our guidelines, laws, and principles, remember that there shall always be someone you can talk to and that there are appropriate laws that cover these violations.

It is highly recommended that you speak to your immediate supervisor/manager. However, when they are the individual/s of concern or when this is not an option, you may contact any of the following through this mailing address Cultural Center of the Philippines, Roxas Boulevard, Pasay City 1003:

- Any supervisor/manager or member of management;
- Human Resources Management Department;
- The Legal Office;
- The Committee on Decorum and Investigation of Sexual Harassment Cases (CODI); and
- The Gender and Development (GAD) Committee.

It is also proposed that the following independent bodies eventually be established within the institution to lead in the implementation of the Handbook as well as to conduct continued consultation toward policy development for CCP as a safe workspace. These bodies shall have the mandates of handling year-round training and education, advocacy campaigns, research and publication, specialized counseling, and the like. These offices shall also house specialists in gender and development (GAD), sexual harassment (SH), gender-based violence (GBV), and workplace violence (WPV). They shall lead in maintaining safe spaces, attending to all matters of safe spaces violations (including workplace violence, gender-based violence, and sexual harassment), and hearing all cases filed:

- Workers Welfare program of the CCP Human Resources Management Department
- CCP Gender and Development Committee
- CCP Anti-harassment Council

Should you prefer to communicate via email, or in situations where you cannot go through the channels above, you may also email your concerns to the [safespaces@culturalcenter.gov.ph](mailto:safespaces@culturalcenter.gov.ph).

If you prefer to raise concerns without disclosing your identity, we also have options that support anonymous reporting. You may call our hotline by phone at **8832 1125** and ask to be connected to the **CCP Human Resources Management Department** or online at [culturalcenter.gov.ph](http://culturalcenter.gov.ph).

Whichever reporting option you choose, rest assured that we shall immediately address your questions or concerns.

The CCP shall eventually institute mechanisms and procedures for addressing safe workspaces concerns. As such, it is also an option to report concerns to government offices, law enforcement agencies, or other pertinent bodies, should this be deemed necessary. Cases may also be filed at courts of law.

## **What happens after I raise and report concerns?**

Reports of misconduct shall be subject to a formal investigation and resolution procedure. All reports, ensuing procedures, and investigation results shall be handled with fairness, confidentiality, and full discretion to the extent allowed by the law. Confirmed perpetrators shall be subject to administrative penalties, corrective measures, and the appropriate disciplinary action (with the option of termination).

Let us support and cooperate in these procedures. We must never conduct our own inquiries, take matters into our own hands, or disrupt, interfere, or tamper with proceedings as these may compromise formal investigations as well as any legal interventions.

## **Will I lose my job or be punished**

The CCP shall foster a work environment that is safe not only for us to be ourselves as we work but also for us to protect each other. Everyone should feel free to voice concerns or privately report without threat of personal or professional harm. The CCP shall prohibit retaliation and shall not tolerate this in accordance with the Labor Law.

Anyone who retaliates against those who report, stand with, or participate in investigations of misconduct shall be subject to investigation and appropriate disciplinary action (with the option of termination). If anyone who reports misconduct or raises concerns believes they are being retaliated against, they must contact any of the same individuals/offices above to report this immediately.

**for  
reporting  
or  
participating  
in  
formal  
investigations  
to  
help  
victim-  
survivors ?**

## COMMITMENT IN ACTION: REAL-LIFE EXPERIENCES

*“I made a report of sexual harassment in support of someone. Because the offender is an established artist, the complaint did not prosper. Instead, I was severely criticized and ostracized. I lost the community’s support and work opportunities. I was the one who got punished. Others were afraid to come forward because of their scholarships and commitments, and so nothing came of the case and my friend did not get justice.”*

This is wrong and unfair. We seek to contribute change to this culture of silencing victim-survivors and exonerating offenders. The CCP shall commit to recognizing and acting upon sexual harassment as a human rights issue. We shall treat complaints seriously and shall work towards instituting a properly trained body and a mechanism for due process, and we shall hold perpetrators accountable with corresponding sanctions.

Retaliation is also against the law. Offenders shall also be held accountable. While the CCP cannot control the actions of communities outside of the institution, we shall defend and support our artists who report such acts. They shall be protected against retaliation within our workspaces and in all our professional and business commitments.

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### **Counseling advice by Dr. Roseann Tan-Mansukhani:**

*What you did took a lot of courage. You showed how much you cared for your friend by doing the right thing. Unfortunately, not only did your friend not obtain justice, you were also unfairly punished for reporting this sexual harassment incident. Because of this, you might feel powerless and experience a gamut of negative feelings (disappointment, frustration, anger, anxiety, shame, guilt, among others). Find an emotionally safe space to express your feelings, and seek support from trusted friends, peers, or family members who will understand your feelings and perspective and will not judge or invalidate you. If negative feelings and thoughts persist and begin to interfere with your work, and threaten your self-esteem, consult a professional counselor.*

Anyone who reports to raise a concern in good faith shall be entitled to confidentiality to the extent allowed by policies and laws, and shall be protected from retaliation. In the same manner, reports made in bad faith shall be subject to investigation and disciplinary action.

### **Good faith**

A report made in “good faith” means it was done with honesty and sincerity, with the belief and purpose of helping out, seeking justice, and righting a wrong.

### **Bad faith**

A report made in “bad faith” means it was done with dishonesty, with the purpose of deceiving others into believing it is true and putting blame on another person for something they did not do.

# ABBREVIATIONS

ASH	Anti-Sexual Harassment
CCP	Cultural Center of the Philippines
FGD	Focus group discussion
GAD	Gender and development
GBSH	Gender-based sexual harassment
GBV	Gender-based violence
GS	Gender sensitivity
GST	Gender sensitivity training
ILC	International Labour Conference
ILO	International Labour Organization
LGBT	Lesbian, gay, bisexual, and transgender/transsexual/trans
LGBTQIA+	An evolving term for lesbian, gay, bisexual, transgender/transsexual/trans, queer/questioning, intersex, asexual, and other identities and communities, including allies
OSHS	Occupational Safety and Health Standards
SH	Sexual harassment
SOGIE	Sexual orientation, gender identity and expression
SOGIESC	Sexual orientation, gender identity and expression, and sex characteristics
UDHR	Universal Declaration of Human Rights
UN	United Nations
VAW	Violence against women
VAWC	Violence against women and children
WPV	Workplace violence





**SAFE**  
**AND**  
**SPACES**  
**WORKSPACES**  
A Primer of Core Concepts

# SAFE SPACES



## What is a “safe space”?

A “safe space” is “a place that provides a physically and emotionally safe environment for a person or group of people, especially a place where people can freely express themselves without fear of prejudice, negative judgment” (Random House Unabridged Dictionary.com, “safe space”) and the like. The term “safe” in this context refers to “the absence of discrimination, criticism, harassment, trauma, excessive stress, violence (or fear of violence), and abuse or any other emotional or physical harm” (Embassy of Finland Nairobi, UK Aid from the British People, and Sweden, “Safe Spaces Models and Applicability Manual”, page 17). Usually, “place” brings to mind physical structures, such as buildings, houses, or rooms.

As a concept and vision, a “safe space” also pertains to “a virtual space, or a network of spaces that are available, accessible and accord safety to individuals” (Embassy of Finland Nairobi, UK Aid from the British People, and Sweden, “Safe Spaces Models and Applicability Manual”, page 17). It is also “a physical or metaphorical place for people, usually of marginalized identities, to feel free of judgment or harm” (Random House Unabridged Dictionary.com, “safe space”). This is why virtual places (such as social media platforms, chat groups, and other online gatherings and spaces) as well as organizations, groups, and even individuals whose ideologies and worldviews foster such safety can also be safe spaces.

## Human rights, culture, and society

Based on the Universal Declaration of Human Rights (UDHR 1948), everyone should be guaranteed protection, in any and all places, from discrimination, harassment and undue criticism, violence and/or fear of violence, abuse, and emotional or physical harm. Yet in many parts of the world, there are continued efforts to secure, create, and assert safe spaces for the protection of women and girls, members of the LGBTQIA community, and men as well. The topic of “safe spaces” remains a subject of discussion and debate. Why do many spaces continue to be unsafe?

This is largely due to **cultural and societal discourses** and **practices** that base what rights a person can have on their **valuation** as a human being - based on who or what they are, their class, their occupation, the color of their skin, the groups they belong to, and the power that they directly or indirectly possess.

Is someone rich, middle class, poor? Are they white, brown, black, IP? Male or female, LGBT? Educated, or not so much? Doctor, lawyer, teacher, administrative aide? Farmer or hacienda owner? Actor, politician? Famous or unknown?

### **cultural and societal discourses**

ways of thinking and principles that inform our decisions

### **practices**

habitual and customary actions

### **valuation**

perceived and assigned value

We have seen such identity valuations in discourses and practices play out in the news: when a rape survivor is said to “deserve it” because they were out late having fun; or when someone in shorts and a sleeveless shirt is expected to endure catcalling; or when some members of the LGBT in violation of the COVID 19 curfew are commanded by their captors to perform lewd acts; or when an actor denigrates a server and her remedy is the announcement of her godly prayer; or when someone caught and charged with drug dealing is acquitted since he belongs to a prominent political clan; or when a young person from the slums merely suspected of a misdeed receives a state-administered death.

In the face of such disheartening displays of violations of human rights, there still continues to be hope for all of us because of the many who resist, protest, and clamor for change. However, the popularity and wide acceptance of such discourses and practices continue to desensitize us to such violations of human rights that - as a result - we often find that the spaces we occupy are not safe.

## **Gender, intersectionality, and power**

Such valuations, discourses, and practices run counter to “all human beings are born free and equal in dignity and human rights” (UDHR 1948), yet these form part of our everyday experiences. These valuations, discourses, and practices are linked to our **identity markers** - our race, age, socioeconomic status, language, and other biological and socially constructed characteristics.

Arguably, the most prominent of our identity markers is our biological sex and/or gender as appraised. It is immediately perceptible as an identity and classification, and a host of instantaneous decisions about how to regard and treat a person are made based on that. These decisions are formed through estimates of worth, ascription of duties, and moral judgments based on stereotypical gender expectations of behavior, capabilities, appearance and manner of dress, and what culture and society deem to be “appropriate” roles.

### **On biological sex and/or gender appraisal**

People use sex characteristics (such as voice, body hair, Adam's apple, and the like), body shape indicators of biological sex, and personal expression (such as clothes, speech, mannerisms and the like) to guess a person's sex or gender.



**REMEMBER!** We cannot always accurately figure out - nor should we assume - anyone's gender based on these. The best rule is to ask politely for honorifics (Mr./Ms./Mx.) and pronouns (he/she/they) in order to address them properly.

Keep in mind that asking for someone's pronouns helps us to know how to address others as they prefer. It is not the same as (nor is it an excuse for) asking about someone's gender.

Most importantly, we must treat everyone equally with respect and dignity, regardless of gender.

### **Gender stereotypes**

Sex and gender are often used interchangeably, but they mean different things.

Sex refers to the genetic physical identity of a person and biological differences: male, female, or intersexed.

Gender refers to the socially constructed differences in roles, expectations, and behaviors, and the division of labor associated with the sexes. In the Philippines, the commonly acknowledged genders are men, women, gay, and lesbians.

Gender stereotyping is the harmful practice of making generalizations about men and women regarding how they should look, act, behave, and present themselves as well as what personal and professional attributes, attitudes, characteristics, roles, paths, and life choices they are expected to have or are entitled to - all based on their membership of a particular sex and/or gender.

**Gender stereotyping is harmful** because it leads people to form discriminatory beliefs, practices, and even policies that limit what men and women can be, what they are allowed to do, and even what rights they are entitled to. It can limit our opportunities, access, and even justice based on inequitable and prejudiced notions about men and women based on their sex and gender.

### **Examples of gender stereotyping discourses:**

A woman should do housework, stay at home, and devote her whole life to fulfilling the needs of her husband and children.

Men should never cry, show emotions, or crack under pressure.

Gays are loud and flamboyant, which is why they should only have careers in the arts or do parlor work.

Women who don't dress modestly are of low morals and deserve to be harassed and raped.

It is the identification and classification of gender and judgments of people as informed by their perceived **SOGIE (sexual orientation, gender identity and expression)** that prescribe the treatment a person gets. The sexes and genders are all subject to oppressions, discrimination, and pressures owing to stereotyping and stigmas. Women are most often on the receiving end of gender-based violence, and endure sexual objectification and harassment, stringent rules on behavior, manner of dress, and reproductive work at the expense of preferred career and life choices. Men navigate expectations and pressures of exerting dominance, engaging in violence, and ascribing to hyper and toxic masculine traits. And members of the LGBTQIA++ have to deal with the questioning of their identities and sexualities along with unfair judgments of immorality and impropriety for simply being who they are.

This is even further informed and exacerbated by **intersectionality** (the interconnection of the various aspects of our identity as linked to race, gender, sexuality, and class - along with other factors such as level of education, worker and career status, and disabilities - and the ways that these consequently cause different systems of discrimination and oppression to overlap) and power (the capability to act, decide, and access resources based on the amount of control and autonomy one can exercise as a member of particular groups and in particular situations).



### What is SOGIE?

Sexuality is a fundamental part of who we are. While it is often associated with a person's sexual character or sexual activity, sexuality actually involves more complex and subtle understandings and experiences that are related to our "thoughts, fantasies, desires, beliefs, attitudes, values, behaviors, practices, roles, and relationships" (Integrated Sexual Health Services, "Sex and Relationships: Sexuality").

Sexuality consists of our **SOGIE**, or **sexual orientation, gender identity, and expression**.

**Sexual orientation** refers to identity based on whom we are romantically and/or sexually attracted to.

**Gender identity** refers to our deeply personal experience of who we are and the gender we identify as.

**Gender expression** refers to the ways that we publicly perform and express our gender through our manner of dress, mannerisms and movement, ways of speaking, and the like.

For example, a biologically female person who identifies as a woman (gender identity), is attracted to men (sexual orientation), and dresses and behaves as women are conventionally expected to. A SOGIE label she may be given is "straight, cisgender woman".

Another example: a biologically male person who is attracted to other males (sexual orientation), identifies as gay (gender identity), and then dresses and behaves as men are conventionally expected to may be labeled "gay".

Some common gender labels/terms are “man”, “woman”, “gay”, “lesbian”, “straight”, “transman”, “transwoman” and the like. There are those who do not go by labels (such as gender nonconforming and nonbinary). This listing is by no means comprehensive. For comprehensive and updated lists, check online listings and resources.

SOGIE provides us with a more nuanced understanding of our sexuality. It demonstrates that there are various possibilities of configuration, and that these are fluid and may evolve.



**REMEMBER!** Whatever our configuration is, and whether we have a desired or designated label for what we are or not, there is a space for our gender everywhere, and there is a space for us anywhere.



### What is intersectionality?

**Intersectionality** is defined as “the theory that the overlap of various social identities, as race, gender, sexuality, and class, contributes to the specific type of systemic oppression and discrimination experienced by an individual” (Random House Unabridged Dictionary.com, “intersectionality”). It is “a framework for conceptualizing a person, group of people, or social problem as affected by a number of discriminations and disadvantages” and “takes into account people’s overlapping identities and experiences in order to understand the complexity of prejudices they face” (YW Boston, 2017).

For example, a woman who is poor, uneducated, and has a disability shall have a perspective and experience of disadvantage and marginalization that will differ from other women and other genders. This is why it is important for us to recognize and acknowledge that there will be differences in our experiences and that these are all valid.



## What is power?

**Power** plays a key role in intersectionality since our identities as linked to race, gender, sexuality, and class determine what kind of power, advantages, and benefits we have or lack. A common conception and experience of power is “power-over”, which is “built on force, coercion, domination and control, and motivates largely through fear” (Sustaining Community, 2019). While many resist this type of power while recognizing and subscribing to other forms of power (such as “power-to”, which lies within each person to decide on and achieve, or “power-with”, which is rooted in collaboration and solidarity), “power-over” is the kind that dominant groups fuel and exercise to maintain control, influence, and structures that perpetuate the status quo.

We inherited many of these valuations, discourses, and practices from older generations - passed on to us as authoritative and unquestionable knowledge continually produced and reproduced by our **patriarchal** culture/s and systems. Others we have learned from social, educational, cultural, and political institutions. And the ones we continue to learn live in our workplaces, social media, and even our most private and treasured relationships.



## What is “patriarchy”?

**Patriarchy** is defined as follows:

- “a system of social structures, and practices in which men dominate, oppress and exploit women” where “[t]here are six main patriarchal structures which together constitute a system of patriarchy...: a patriarchal mode of production in which women's labour is expropriated by their husbands; patriarchal relations within waged labour; the patriarchal state; male violence; patriarchal relations in sexuality; and patriarchal culture” (Walby, 1989, p. 214).
- “systems of male dominance and female subordination” (Hunnicut, 2009, p. 553).
- “the manifestation and institutionalization of male dominance over women and children in the family and the extension of male dominance over women in society in general” where “men hold power in all important institutions” and “women are deprived of access to such power” (Lerner, 1986, p. 239).



- “a political-social system that insists that males are inherently dominating, superior to everything and everyone deemed weak, especially females, and endowed with the right to dominate and rule over the weak and to maintain that dominance through various forms of psychological terrorism and violence” (hooks, 2004, p. 18).

Society is generally accustomed to these as “just the way things are” or “the way things have always been” and tends to be desensitized to violence and harassment in its many forms (including gender-based violence). As a result, there are many who trivialize the experiences of people who have been targets of such violence, discrimination, and power imbalances.

A “safe space” comes to be defined by the absence of these violations.

## Examples of Gender-Based Violence

Physical	Sexual	Emotional and Psychological	Socio-Economic
<ul style="list-style-type: none"> <li>• Hitting</li> <li>• Punching</li> <li>• Slapping</li> <li>• Choking</li> <li>• Cutting</li> <li>• Shoving</li> <li>• Shooting</li> <li>• Murder</li> <li>• Burning/setting clothes on fire</li> <li>• Acid attacks</li> <li>• Forced pregnancy or abortion</li> <li>• “any other act that results in physiological pain, discomfort or injury”</li> </ul>	<ul style="list-style-type: none"> <li>• Sexual advances and comments</li> <li>• Requiring sexual acts in exchange for services</li> <li>• Sexual abuse (touching of genitalia or of any body part in a sexual nature)</li> <li>• Rape</li> <li>• Female genital mutilation/ cutting</li> <li>• Forcing someone to engage in prostitution</li> <li>• Forcing someone to watch sexual acts</li> <li>• Early &amp; forced marriage</li> <li>• Sexual slavery</li> <li>• Sexual violence in detention</li> <li>• any other “form of non-consensual sexual contact”</li> </ul>	<ul style="list-style-type: none"> <li>• Insults</li> <li>• Verbal abuse</li> <li>• Using children to control</li> <li>• Threats of physical or sexual violence</li> <li>• Intimidation</li> <li>• Humiliation</li> <li>• Forced isolation</li> <li>• Stalking</li> <li>• Harassment</li> <li>• Unwanted attention, remarks, gestures or written words of a sexual and/or menacing nature</li> <li>• Destruction of cherished things</li> <li>• any other “mental or emotional pain or injury”</li> </ul>	<ul style="list-style-type: none"> <li>• Forcibly taking earnings</li> <li>• Preventing use of contraceptives</li> <li>• Controlling access to wages, food, shelter, clothing, health care, etc.</li> <li>• Preventing girls from attending school</li> <li>• Denying inheritance</li> <li>• Preventing entry into public office or representative roles</li> <li>• Restricting movement</li> <li>• “denial of rightful access to economic resources/assets or livelihood opportunities, education, health or other social services”</li> </ul>

Based on the table from the United Nations Population Fund (2017).  
Establishing Women & Girls’ Safe Spaces: Training Manual - Participants Guide

What is important to note is that we have the power and the ability to take a good, hard look at these valuations, discourses, and practices. Since these are things that we have been taught, we can begin to rethink them, unlearn them, and slowly change them and the conditions that allow these to persist. By doing all these, we can begin to transform the places we occupy into safe spaces.

## The importance of cultivating safe spaces

According to the law, research, and movements the world over, a “safe space” respects, protects, and fulfills human rights. It recognizes violence and harassment, (including gender-based violence and sexual harassment) as human rights issues. It acknowledges and addresses gender-based violence in all its forms and sexual harassment as an issue of power flowing not only from those with moral ascendancy (higher positions in a hierarchy) but also from other positionalities (social positions and the power that derive from these), such as from peers, subordinates (in work contexts), students (to teachers and staff in educational contexts), and from the same sex.

Within safe spaces, we feel valued, supported, and respected. We can be confident that no physical or emotional harm will befall us. We are assured that we will not suffer attacks on our person nor experience discriminatory treatment due to ***gender, class, race and ascribed stereotypical roles, expectations, and behaviors.***

# SAFE WORKSPACES



## What is a “safe workspace”?

A “safe workspace” is “safe space” as defined above, but in the context of work: a work environment that is committed to all aspects of safety and well-being (such as physical, mental, and emotional) of all of the occupants of its spaces, regardless of employment, engagement, or participation status. It respects, protects, and fulfills the human rights of its occupants and participants all throughout the processes of its work production (conceptualization, implementation, evaluation, and monitoring) and into the work output.

It guards against the commission of harassment and violence in the workplace. It has safeguards and measures to address, prevent, and eliminate the three main forms of violence and harassment at work: physical, psychological, and sexual. It must provide educational talks and advocacy campaigns for creating awareness and removing barriers to talking about this “pervasive, harmful phenomenon” (ILO, 2022).

It is informed by gender and development (GAD) in the following measures: its protection of all genders; the recognition that the many issues, concerns, and problems are rooted in the social relations between women and men; and the transformative power of genuine care for all genders. GAD is thus defined in the Magna Carta of Women (Republic Act No. 9710) as follows:

*“Gender and Development (GAD)” refers to the development perspective and process that are participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices; seeks to transform society’s social, economic, and political structures and questions the validity of the gender roles they ascribed to women and men; contends that women are active agents of development and not just passive recipients of development assistance; and stresses the need of women to organize themselves and participate in political processes to strengthen their legal rights.*

A safe workspace must be equipped with and provide for all logistical requirements and measures for its occupants to perform professional duties and responsibilities. For example, if the nature of work requires performances within a given space, this place should be equipped to attend not only to the needs of the actual performance (logistic provisions for lights, props, and the like) but also for the performers private areas for preparing and resting), and

production staff (areas for prep work, private areas for resting, proper facilities or billeting with transport to and from other facilities for sleeping, should they be required to extend or observe work hours beyond regular office hours).

While it holds people responsible for the implementation and delivery of their professional obligations, **a safe workspace makes clear distinctions between strictness for accountability vs. cruelty intended to enhance work or training results.** It thus must exercise zero tolerance for any abuse of power or cruel treatment, regardless of “good” intentions and/or expected benevolent interpretations of such acts. It must have mechanisms for monitoring conduct of work and exercising zero tolerance for violations of human rights, including any and all forms of gender-based violence (GBV), sexual harassment (SH) and gender-based sexual harassment (GBSH), bullying, and abusive treatment in all work contexts, including educational training and mentoring in culture and the arts.

It requires and provides basic training and situational application training for the conduct of work within safe spaces to complement industry, cultural, and artistic expertise. Such training includes but is not limited to the following: human rights-based approach; gender sensitivity and GAD; and the ethics of caring in teacher and mentor setup.

And finally, a safe workspace institutes policies that comply with state laws and legal commitments towards ensuring a beneficial, secure, and safe working environment that respects, protects, and fulfills human rights and protects all from any kind of **workplace discrimination, bullying, gender-based violence, and hierarchical power imbalances.**

**A summary of key points and statistics quoted from the “Summary of Results” in Experiences of violence and harassment at work: a global first survey by the International Labour Association (2022), p. 8.**

- **Violence and harassment at work is a widespread phenomenon around the world**, with more than one in five (22.8 per cent or 743 million) persons in employment having experienced at least one form of violence and harassment at work during their working life.

- Nearly one in ten (8.5 per cent or 277 million) persons in employment has experienced **physical violence and harassment** at work in their working life. Men were more likely than women to report experiencing physical violence and harassment.
- **Psychological violence and harassment** was the most common form of violence and harassment reported by both men and women, with nearly one in five (17.9 per cent or 583 million) people in employment experiencing it in their working life.
- “One in fifteen (6.3 percent or 205 million) people in employment has experienced **sexual violence and harassment** at work in their working life. Women were particularly exposed to sexual violence and harassment at work. The data around sexual violence and harassment demonstrate the largest gender difference by far (8.2 per cent of women compared to 5.0 per cent of men) among the three forms of violence and harassment.
- **Violence and harassment at work is also a recurrent and persistent phenomenon.** More than three in five victims of violence and harassment at work said it has happened to them multiple times, and for the majority of them, the last incident took place within the last five years.
- **The risk of experiencing violence and harassment at work is particularly pronounced across certain demographic groups.**
- **Persons who have experienced discrimination at some point in their life on the basis of gender, disability status, nationality/ethnicity, skin colour and/or religion were more likely to have experienced violence and harassment at work than those who did not face such discrimination.**
- **Talking about personal experiences of violence and harassment is still challenging.**
- **Multiple factors and barriers may prevent people from disclosing incidents of violence and harassment at work.**

## From the Human Rights Watch

“Women around the world are disproportionately impacted by gender-based violence including sexual harassment and assault at work. Millions of female workers are forced to work in an intimidating, hostile or humiliating environment, and experience various unwelcome forms of sexual conduct. Women are asked for sexual favors, exposed to inappropriate jokes, insinuations, and comments, and unwanted physical contact that can amount to assault. Despite its massive scale, sexual harassment at work remains under-reported because of fear of disbelief, blame, social or professional retaliation, retaliatory civil or criminal charges, or loss of legal residency status.”

“Gender-based Violence at Work”  
Human Rights Watch (n.d.)

<https://www.hrw.org/tag/gender-based-violence-work>



**CCP** **SAFE**  
**WORKSPACES**  
General Guidelines



# I

# **Institutional Commitments**

# 1 COMMITTING TO PHILIPPINE LAWS AND INTERNATIONAL LEGAL INSTRUMENTS

We shall observe and uphold state laws and international legal instruments towards ensuring a beneficial, secure, and safe working environment.

In order to protect workers from any and all forms of harassment and violence in the workplace, including gender-based discrimination, violence, and sexual harassment, we shall align our guidelines for safe workspaces with Philippine laws and international legal instruments.

We shall never tolerate any and all violations of human rights within the CCP. We shall observe and uphold Philippine laws and international legal instruments to guarantee a positive, beneficial, secure, and safe work environment that ensures the well-being, dignity, and self-respect of every worker.

## PHILIPPINE LAWS:

- **The 1987 Philippine Constitution** was drafted and ratified in 1987 to ensure democracy through the integration of the Bill of Rights and three government branches (executive, legislative, and judicial) and the abolition of provisions of the 1973 Constitution that gave presidential legislative powers.
- **An Act Strengthening Compliance with Safety and Health Standards and Providing Penalties for Violations Thereof (Republic Act No. 11058)** requires employers to “comply with occupational safety and health standards including informing workers on all types of hazards in the workplace and having the right to refuse unsafe work, as well as providing facilities and personal protective equipment for the workers, among others” (WHO 2018).
- **Implementing Rules and Regulations of “An Act Strengthening Compliance with Safety and Health Standards and Providing Penalties for Violations Thereof” (Republic Act No. 11058)** provides the procedures and guidelines for the implementation of RA 11058.
- The **Anti-Sexual Harassment Act (Republic Act No. 7877)** addresses sexual harassment committed within employment, education or training environment contexts. It makes the following punishable by law: (1) sexual favors as a condition for the employment, promotions, or privileges; and (2) the discrimination against those who refuse such.

- The **Amendment to the Sexual Harassment Provisions in the 2017 Revised Rules on Administrative Cases in the Civil Service - Memorandum circular 11, Series of 2021 Revised Administrative Disciplinary Rules on Sexual Harassment Cases** covers sexual harassment committed using technology and in public spaces.
- The **Anti-Violence Against Women and their Children Act of 2004 (Republic Act No. 9262)** protects the family, particularly women and children, from violence and threats to their personal safety and security.
- **CSC Resolution Number 1701077 - 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS)** covers “disciplinary and non-disciplinary” administrative cases brought before the CSC.
- The **Cybercrime Prevention Act of 2012 (Republic Act No. 10175)** guards against cybercrime offenses against privacy and confidentiality.
- **DepEd Child Protection Policy. DepEd Order No. 40, Series of 2012** is a child protection policy that “protects children in school from abuse, violence, exploitation, discrimination, bullying, and other forms of abuse.”
- The **Safe Spaces Act or “Bawal Bastos Law” (Republic Act No. 11313)** focuses on gender-based sexual harassment committed in streets and public spaces, including educational, workplace, and online contexts.
- **Special Protection of Children Against Abuse, Exploitation, and Discrimination Act (Republic Act 7610)** “provides for stronger deterrence and special protection against child abuse, exploitation and discrimination” (ILO).
- **Rules and Regulations Implementing Republic Act No. 9231 Amending R.A. 7610, as amended** addresses child labor and provides for protection from “all forms of abuse, neglect, cruelty, exploitation and discrimination, and other conditions prejudicial to their development” (DOLE).
- **The Anti-Rape Law of 1997 (Republic Act No. 8353)** punishes carnal knowledge by “force, threat, or intimidation or by means of fraudulent machination or grave abuse of authority.”

- **The Magna Carta of Women (Republic Act No. 9710)** “is a comprehensive women's human rights law that seeks to eliminate discrimination through the recognition, protection, fulfillment, and promotion of the rights of Filipino women, especially those belonging in the marginalized sectors of the society” (Republic of the Philippines - Philippine News Agency, March 5, 2019).

## INTERNATIONAL LEGAL INSTRUMENTS:

- **Universal Declaration of Human Rights (UDHR)** outlines universally protected fundamental human rights and is “widely recognized as having inspired, and paved the way for, the adoption of more than seventy human rights treaties, applied today on a permanent basis at global and regional levels” (1948).
- **C190 - Violence and Harassment Convention 2019 (No. 190)** is an “international labour standard that sets a clear framework to end violence and harassment at work.” The universal rights of “dignity and respect, and the right to work free from violence and harassment” is articulated in this international treaty and covers all workers, including those of contractual status as well as “volunteers, interns and apprentices” (ITF Global, n.d.).
- **R206 - Violence and Harassment Recommendation 2019 (No. 206)** supplements ILO Convention 190.
- The **Convention on the Elimination of All Forms of Discrimination Against all Women (CEDAW)** “is the only human rights treaty which affirms the reproductive rights of women and targets culture and tradition as influential forces shaping gender roles and family relations,” “affirms women’s rights to acquire, change or retain their nationality and the nationality of their children” and “defines discrimination against women” (Philippine Commission on Women).
- **Sustainable Development Goals**, or the Global Goals, “were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity. The 17 SDGs are integrated—they recognize that action in one area will affect outcomes in others, and that development must balance social, economic and environmental sustainability” (United Nations Development Programme, n.d.).

The CCP Safe Space Handbook pays special attention to **Goal 4: Quality Education, Goal 5: Gender Equality, Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all, Goal 10: Reduce Inequalities, and Goal 16: Peace, Justice and Strong Institutions.**

- The **United Nations Convention on the Rights of the Child** was adopted in 1989 and is “the most widely ratified human rights treaty in history and has helped transform children’s lives around the world” (United Nations Children’s Fund, n.d.).
  - **The Yogyakarta Principles** “are a set of principles on the application of international human rights law in relation to sexual orientation and gender identity... [that] address the broad range of human rights standards and their application to issues of sexual orientation and gender identity. These include extrajudicial executions, violence and torture, access to justice, privacy, non-discrimination, rights to freedom of expression and assembly, employment, health, education, immigration and refugee issues, public participation, and a variety of other rights” (Yogyakarta Principles, 2007.).
  - **The Yogyakarta Principles + 10** “emerged from the intersection of the developments in international human rights law with the emerging understanding of violations suffered by persons on grounds of sexual orientation and gender identity and the recognition of the distinct and intersectional grounds of gender expression and sex characteristics” (Yogyakarta Principles plus 10, 2017.).
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## 2 EMBRACING HUMAN RIGHTS

We shall respect, protect, and fulfill human rights.

As a duty-bearer under the International Human Rights Law, the CCP shall respect, protect, and fulfill human rights in all workspaces. We are committed to protecting the fundamental rights and dignity of those who work for and with the CCP.

### THIS MEANS THAT WE MUST:

- award fair compensation;
- ensure the timely payment of fair compensation with no prejudice to the status of workers or their engagement status;
- provide an environment properly equipped for the artistic and cultural work to be accomplished, with safe working conditions and fair employment policies and practices;
- protect the rights of workers of all types of engagement as they perform duties to fulfill our artistic and cultural work mandates;
- safeguard the physical, mental, and emotional well-being and welfare of artists and cultural workers in the performance of our artistic and cultural work mandates;
- exercise zero tolerance for harassment and violence in the workplace, including work-related bullying, gender-based violence, and sexual harassment;
- take the necessary and appropriate steps to (1) prevent human rights violations, (2) investigate misconduct, and (3) apply corresponding administrative penalties and disciplinary action;
- conduct information and advocacy campaigns, training, and support for all workers to respect, protect, and fulfill human rights, and prevent and address violence and harassment in the workplace;
- institutionalize mechanisms for reporting, investigation, corresponding corrective and disciplinary measures, and support services for any incidence of harassment and violence within our workspaces; and
- never tolerate retaliation.

We shall perform human rights due diligence throughout our operations to ensure that respect for, the protection of, and the fulfillment of human rights are embedded in all of our work procedures, processes, and output. This means that we shall assess and regulate operations to audit for respect for, the protection of, and the fulfillment of human rights. We shall continuously improve working conditions for the protection of all workers.

We shall screen and select third parties and business partners, and require that they share our core principles and comply with our Handbook.

The CCP shall respect, protect, and fulfill human rights and perform human rights due diligence. We shall never support, tolerate, participate in, or authorize any program, project, or activity that violates human rights.

To learn more about human rights, read the **Universal Declaration of Human Rights (UDHR)**.

### 3 MAKING CCP A SAFE SPACE

We shall develop procedures, institute measures, and conduct training to fully transform into a safe workspace.

Our commitment to state laws and international legal instruments guarantees that all workplaces within the CCP Complex shall hereafter be safe workspaces that uphold full respect for, protection of, and fulfillment of human rights and “equality, security and safety” for all genders (Safe Spaces Act - Republic Act 11313).

This commitment means that the CCP recognizes and honors its duty to establish measures that (1) prevent the violation of safe workspaces, (2) deter any person from committing violations, and (3) punish the commission of any acts of physical harm, emotional harm, personal attacks, or discriminatory treatment in our workspaces.

The measures that shall be instituted by the CCP for its spaces shall protect its workers against physical harm, emotional harm, personal attacks, and discriminatory treatment. Any incidents and occurrences of such shall be subject to proper investigation and appropriate disciplinary action.

#### Pledge of Protection

We shall ensure everyone’s protection within a healthy, safe, and secure working environment, regardless of employment, engagement, or participation status. Whatever the work context, capacity, and nature of engagement, any person working for the CCP shall be protected within our safe workspaces. We shall defend and guard everyone who occupies our workspaces from any form of attack, harm, or injury.

#### Pledge of Dissemination of our Safe Space Handbook

We shall widely announce and prominently display the CCP’s commitment to being a safe space through publicity materials, infographics, and protocols. These shall be clearly visible and displayed within all CCP physical and virtual spaces. We shall disseminate our guidelines as well as the ensuing policies and the laws that we shall eventually develop to ensure the safety of all persons in our workspaces.



## **Pledge of Training and Capacity Building on Safe Workspaces**

We shall train our personnel in human rights, workplace violence prevention, and GAD education in order to raise awareness, foster gender sensitivity, and maintain a human rights-oriented gender-responsive workplace. Such training shall include (but will not be limited to):

- 1) safe spaces,
- 2) artistic and cultural work hazard prevention and management,
- 3) workers' rights,
- 4) WPV violence,
- 5) gender-sensitivity training (GST),
- 6) anti-sexual harassment (ASH),
- 7) basic and advanced concepts in gender and development (GAD),
- 8) GBV and WPV first responder training, and
- 9) gender mainstreaming towards a worker-centered, gender-responsive, and transformative artistic and cultural workspace.

## **Pledge of Training and Capacity Building on Safe Workspaces**

We shall provide all workers with facilities, requisite logistics and support requirements and measures to enable all of us to perform the professional duties and responsibilities that our activities and events require of us.

This means that the CCP shall ensure that performance venues and support administrative offices are properly and appropriately equipped, safety measures as appropriate for different types of performance venues and offices are developed, and all appropriate resources needed to accomplish activity or event processes are provided. Any materials and equipment required for the performance of work shall be provided by the CCP. Any duties that need to be carried out beyond office hours, in the evening, or overnight, shall include food, lodging, security, just compensation (for overtime work) and all other things necessary for these.

Regardless of employment, engagement, or participation status, anyone rendering work within our safe workspaces shall be entitled to any and all requisite requirements and measures for logistics, support, counseling, and assistance.

## CCP Safe Workspaces

Our safe workspaces shall cover the following:

### 1 - All areas within CCP's geographical scope:

- the CCP complex;
- all gardens, structures, installations, roads, and all other spaces within the complex;
- all of our satellite offices as well as spaces utilized by/affiliated with the CCP; and
- all vehicles owned and operated by the CCP.

### 2 - All **physical and virtual (online) spaces** within the coverage of our operations:

- Office of the President;
- Office of the Vice President for the Artistic Sector;
- Office of the Vice President for the Administration Sector;
- Internal Audit Department;
- Human Resources Management Department;
- Corporate Affairs Department;
- Corporate Communications Division;
- Management Services Division;
- Marketing Department;
- Sales And Promotions Division;
- Market Development Division;
- Production And Exhibition Department;
- Visual Arts And Museum Division;
- Production Management Services Division;
- Film, Broadcast, And New Media Arts Division;
- Venue Operations Division;
- Production Design And Technical Services Division;
- Arts Education Department;
- Artist Training Division;
- Cultural Management Division;
- Audience Development Division;
- Cultural Exchange Department;
- Cultural Content Department;
- Library And Archives Division;
- Cultural Research And Development Division;
- Intertextual Division;
- Administrative Services Department;
- General Services Division; and
- Maintenance And Engineering Services Division.

### 3 - Groups as safe workspaces, as gathered together in **physical** and **virtual (online) spaces**:

- CCP's four resident dance companies (*Ballet Philippines, Philippine Ballet Theatre, the Ramon Obusan Folkloric Group* and the *Bayanihan Philippine National Folk Dance Company*);
- CCP's resident theater company (*Tanghalang Pilipino*),
- CCP's music groups (*Philippine Philharmonic Orchestra, the Philippine Madrigal Singers* and the *National Music Competitions for Young Artists Foundation*),
- CCP's programs (*Cultural Exchange Program, Arts Education Program, and Cultural Content Program*); and
- any and all other groups, programs, workshops, seminars, and all other training events hosted by the CCP.

### 4 - Elsewhere outside of the CCP that workers are conducting CCP business and activities as well as the travel and transit involved.

#### **COMMITMENT IN ACTION: REAL-LIFE EXPERIENCES**

*"If I am sexually harassed by a co-worker while doing work for the CCP but at another place, may I file a complaint?"*

Yes. Anyone who experiences violence (including sexual harassment) in the course of doing work for CCP can file a complaint and this shall be acted upon by the institution.

\*\*\*\*\*

#### ***Counseling advice by Dr. Roseann Tan-Mansukhani:***

*Validate your experience by recognizing that your co-worker violated your boundaries and caused you harm. Re-establish a sense of safety by limiting your interaction with the harasser and make sure you are in the company of others. Allow yourself to be in touch with your emotions (shock, hurt, anger) and express these feelings in a safe space as you cope with your distress in healthy ways (stress-reduction activities). Find a safe person, who will respect your feelings and perspective, to talk to about the harassment. Remind yourself that you are not to blame for being sexually harassed. Consult a professional counselor to help you process your experience and heal from this trauma.*

## 4 SAFEGUARDING WELL-BEING AND SAFETY

We shall safeguard the well-being and safety of all workers in the CCP safe workspaces.

The CCP's activities and productions bring people together to work in various roles and contexts. However, we do not need to be regular employees to be guaranteed protection within our workspaces. Every person engaged in work in a professional or productive work capacity at the CCP shall be guaranteed this protection.

We shall safeguard the well-being and safety of everyone at the CCP at every level:

- board members, officials, supervisors and managers, regular employees, full time contractual employees;
- contingent and contractual workers hired by the CCP on a per-event or per-project basis for their expertise in particular disciplines, specific skill sets, specialized services, and the like, such as artists, cultural workers, service providers, professionals, consultants, freelancers, independent contractors, and other workers engaged for limited time periods based on projects and events;
- individuals engaged for projects, events, and activities in a fieldwork, internship, apprenticeship, volunteer, educational, and any and all other professional learning experience arrangements with non-monetary compensation; and
- children, as minors entrusted into our care, under our proxy parental supervision and stewardship.

We shall protect all workers with permanent, temporary, casual, project-based, contractual, and all other types of appointments as well as workers engaged in differing capacities for all types of engagements. In any and all such contexts, our workers shall be entitled to protection within our safe workspaces.

**THIS COMMITMENT MEANS:**

- everyone who works in our official physical and virtual spaces shall be protected from discrimination, harassment, violence (or fear of violence), and abuse or any other emotional or physical harm;
- regardless of the employment status or engagement arrangements in the CCP, each person shall receive and enjoy this protection;
- we shall not tolerate any words and actions that violate our safe workspaces;
- we shall respect (and shall not go beyond) the stipulated working hours of all workers;
- we shall respect (and shall not go beyond) the stipulated duties and responsibilities of all workers;
- any person who violates our safe workspaces - regardless of position, rank, or importance in government, business, military, social or cultural and artistic circles, groups, associations, and the like - shall be held accountable in accordance with CCP policies and Philippine laws;
- all CCP sectors and communities shall undergo regular and updated training on human rights, workers' rights, artists' rights, Occupational Safety and Health Standards (OSHS), GST, GAD, WPV, GBV, SH, and the like;
- all policies, procedures, and practices for artistic and cultural production and all supporting administrative work shall undergo human rights due diligence to identify, correct, and eliminate any institutionalized opportunities for human rights violations;
- all physical spaces shall be assessed for interior design, layout, and equipment to ensure that these are all safe, secure, and equipped to meet specific art discipline needs as safe workspaces;
- all artists and cultural workers who hold workshops, events, shows, exhibits, and the like for or in collaboration with the CCP shall enjoy the CCP's support, and protection from harassment, targeting for human rights advocacies, and all other possible audience interaction contexts arising from these events;
- all workers shall have access to reporting procedures, grievance mechanisms, redress, and remediation without fear of reprisal or retaliation; and
- counseling and support services shall be provided for all workers as needed.

## **COMMITMENT IN ACTION: REAL-LIFE EXPERIENCES**

*“During our play, we were catcalled by people in the audience. Should we excuse them because they are high school students?”*

No, this behaviour should not be excused. If they can be identified, they should be approached to be addressed by trained personnel on the matter, (as CCP would call aside those who take photographs when it is prohibited). If not, then you are encouraged to approach the Front-of-House Manager as soon as possible.

\*\*\*\*\*

### ***Counseling advice by Dr. Roseann Tan-Mansukhani:***

*A psychological debriefing must be conducted for the cast and crew at the end of the performance or the next day. Afterwards, psychological first-aid may be administered to those who felt strongly offended and emotionally affected.*

*If the school affiliation of these students can be identified, CCP can coordinate with the school administrators and guidance counselors in order to provide gender sensitivity training materials to be administered to their students. This will be part of CCP's advocacy for gender sensitivity and safe spaces.*

## II

# **General Code of Conduct and Safety Protocols**

## 5 RESPECTING EACH OTHER

We shall foster a respectful workplace that values diversity and inclusivity.

The CCP is committed to providing a safe and discrimination-free workplace built on respect.

**Respect** means that we view ourselves and others with a sense of worth that is deserved and does not need to be earned. This means that we do not decide whether a person should be respected or not; we give respect freely because they deserve it.

When we are all respectful of each other, we are able to create a positive environment where we can do our best work. And we can all be at our best when our workplace makes us feel safe about being ourselves, without fear of judgment, intimidation, bullying, harassment, or discrimination.

Respect also means that we regard diverse features, characteristics, perspectives, backgrounds, and cultures of other people to be equally important and as valid as our own. We value this diversity in our personal respect for our colleagues and in the professional enrichment that these individual differences bring to our collective work processes, output, and outcomes.

As such, the following individual characteristics and differences in characteristics shall be protected under our safe workspaces:

- age
- ancestry, alienage or citizenship
- race, color, ethnicity, and national origin (including language use)
- religion (including religious dress and grooming practices)
- disability
- marital or family status
- medical condition
- genetic information (including testing and characteristics)
- sex (including pregnancy, childbirth, breastfeeding and related conditions), sexual orientation, gender identity and expression

We shall champion **inclusion** in our workspaces. This means that workers of different features, characteristics, perspectives, backgrounds, and cultures are welcome and valued. We are all expected to treat each other with respect, dignity, care, and kindness.



We are prepared to make reasonable accommodations for disabilities, medical conditions, pregnancy and childbirth, religious beliefs and practices, and others.

We shall protect against any behavior that is disrespectful, demeaning, abusive, intimidating, and discriminatory. Any inappropriate remarks, gestures, and treatment of others that indicate hostility and a lack of respect is harmful and interferes with our ability to do our best work. Such behavior is unacceptable and shall not be tolerated at the CCP.

It shall be everybody's duty to promote and maintain workspaces that are safe, respectful, and free of any and all forms of abusive conduct.

### **THIS MEANS THAT WE MUST:**

- be mindful of our own words, deeds, and behavior. We must treat everyone with respect and dignity;
- recognize and avoid language, actions, and conduct that cause people to feel unsafe by disparaging them for their race, age, socioeconomic status, sex, sexual orientation, gender identity or expression, disabilities, and any and all other differences in features, characteristics, perspectives, backgrounds, and cultures;
- encourage working together and welcome ideas, perspectives, and contributions from all;
- discourage disrespectful, abusive, or hostile language, actions, and conduct in the workplace;
- address others using their honorifics and pronouns;
- learn to recognize harassment and violence in the workplace (including bullying and gender-based violence) in their various forms; and
- be on the lookout for any intimidating, hostile, or offensive conduct and their targets. Report this behavior.

#### **Honorifics**

Examples are Mr., Mrs., Ms., Mx., or titles such as Atty., Dr., and the like.

#### **Pronouns**

Examples are he/him, she/her, they/their, ze/zie, siya, and the like.

\*These lists are not comprehensive. Updated and more exhaustive lists and resources are available online.



**REMEMBER!** Inquiring respectfully about honorifics and pronouns is appropriate. Asking someone about their gender identity or SOGIE is not. We ask about honorifics and pronouns so that we can properly address people. We are not inquiring to find out about their gender identity or SOGIE, which is their private business. Only they can decide to and inform others about this. If you happen to know this information, keep it private and confidential.

## WE DO NOT:

- treat and judge people as inferior, having fewer rights, or deserving less because of individual characteristic differences;
- exclude others because of their individual characteristic differences;
- dismiss and/or disparage the ideas and contributions of others because they are different from you; and
- encourage or tolerate disrespectful behavior of colleagues towards yourself and others.

If you witness incidents or suspect that others (or you) are experiencing harassment and discrimination, report it by filling out the incident form that can be found here: <https://culturalcenter.gov.ph/wp-content/uploads/2023/06/Incident-form.docx> or on page numbers **96-97**. Send it to [safespaces@culturalcenter.gov.ph](mailto:safespaces@culturalcenter.gov.ph).

It is also an option to report concerns to government offices, law enforcement agencies, or other pertinent bodies, should this be deemed necessary. Cases may also be filed at courts of law.

## COMMITMENT IN ACTION: REAL-LIFE EXPERIENCES

*“A colleague wants to be addressed as ‘Ms.,’ ‘she,’ and ‘her’ even though he’s male. I don’t want to do this because he has no right, he’s not a girl. It also goes against my religion and my moral values.”*

Let us never make the ways other people prefer to be addressed appear like it is something they are doing to us. This is not about us, this is about her and how she prefers to be called, and we should respect that.

Don’t make your religion and values get in the way of anybody else’s rights.

## 6 PRACTICING FAIRNESS

We shall promote fair treatment and equal opportunity.

Everyone deserves to be **treated fairly** and **given opportunities equally**, regardless of individual characteristics and differences.

Embracing diversity and championing inclusivity means that individual characteristics and differences (such as age, race, color, sex, gender, disability, religion, and the like) are not the bases for judging a person's ability, intelligence, talent, and competence. These are also not the bases for deciding upon the rights, privileges, and opportunities a person can have.

We shall have fair employment policies and practices that foster a culture and work environment where everyone has a chance to succeed.

### THIS MEANS THAT WE MUST:

- give everyone equally the opportunity to be selected, hired, evaluated, rewarded, and promoted based on qualifications, abilities, competencies, quality of work contributions, performance and merit;
- use criteria of concrete measures that relate directly to job requirements and performance, and have nothing to do with individual characteristics and differences;
- make employment, hiring, and workplace decisions without regard to age, race, color, sex, gender, disability, religion, and other such individual characteristics and differences;
- prohibit any and all forms of discrimination based on age, race, color, sex, gender, disability, religion, and other such individual characteristics and differences; and
- value the unique perspectives, practices, and cultures that diversity brings to our cultural and artistic work at the CCP.

### WE DO NOT:

- prevent anyone from applying for a job on the grounds of age, race, color, sex, gender, disability, religion, and other such individual characteristics and differences;
- limit anyone's opportunities on the grounds of age, race, color, sex, gender, disability, religion, and other such individual characteristics and differences; and
- use age, race, color, sex, gender, disability, religion, and other such individual characteristics and differences as the bases for evaluating qualifications, abilities, competencies, quality of work contributions, performance and merit.

If you suspect or experience discrimination, report it by filling out the incident form that can be found here: <https://culturalcenter.gov.ph/wp-content/uploads/2023/06/Incident-form.docx> or on page numbers 96-97. Send it to [safespaces@culturalcenter.gov.ph](mailto:safespaces@culturalcenter.gov.ph).

It is also an option to report concerns to government offices, law enforcement agencies, or other pertinent bodies, should this be deemed necessary. Cases may also be filed at courts of law.

### **COMMITMENT IN ACTION: REAL-LIFE EXPERIENCES**

*"Years ago, I was removed from my teaching position in the middle of the school year because I'm gay. My boss said parents might think their children are in danger of being abused."*

This is against the law. It is wrong and unfair to equate being gay with being a pedophile and a predator. It is a highly prejudicial and uninformed decision, and is clearly in violation of non-discrimination.

\*\*\*\*\*

#### ***Counseling advice by Dr. Roseann Tan-Mansukhani:***

*That unjust termination was an unwarranted attack at the core of your person and must have affected your self-esteem and worldview. Turn to your support group to buffer possible depression, anxiety, powerlessness, and self-doubt, and reconnect to that part of you that is unassailable by narrow-minded, prejudiced people. Consulting a professional counselor will be helpful in your healing journey.*

## 7 KEEPING THE WORKPLACE SAFE

We shall keep the work environment safe and healthy.

The safety and security of the people at CCP shall be of utmost priority. We shall adhere to all laws and regulations governing health and safety. We shall comply with all our established internal policies and procedures in place to ensure the safety, health, and security of the workforce within its physical and virtual workspaces. Aside from these, our Handbook also covers other spaces outside of the CCP when officially conducting business along with the corresponding travel.

Alongside the established policies and procedures of the CCP, we shall also be responsible for our own safety as well as the safety of all those around us.

### THIS MEANS THAT WE MUST:

- observe and comply with all workplace safety rules and regulations that relate directly to our job tasks and requirements;
- undergo training for the operation of equipment and machinery when relevant to the job;
- arrive at work unimpaired by lack of rest, intoxicated, or under the influence of drugs or illegal substances;
- watch out for harassment and violence in the workplace (including threats, bullying and sexual harassment); and
- exercise zero tolerance for any risky behavior and incidents for everyone's protection.

### WE DO NOT:

- use, sell, or possess alcoholic beverages and illegal drugs in our workplaces or while conducting CCP work elsewhere (including transit);
- bear weapons within our workspaces (unless expressly permitted to do so by law or as part of job requirements and tasks);
- report for work intoxicated or under the influence of drugs or any illegal substances that may affect judgment and impair performance\*; and
- engage in any violent and harassing behavior that may harm the people around us as well as ourselves.

Reporting helps us to protect each other, so report all incidents that make the workplace unsafe to [safespaces@culturalcenter.gov.ph](mailto:safespaces@culturalcenter.gov.ph) through the incident form that can be found here: <https://culturalcenter.gov.ph/wp-content/uploads/2023/06/Incident-form.docx> or on page numbers **96-97**.

It is also an option to report concerns to government offices, law enforcement agencies, or other pertinent bodies, should this be deemed necessary. Cases may also be filed at courts of law.

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***\*Important note: Special consideration shall be given to those with conditions and prescribed medication (especially those taken over long periods of time) that may have effects such as drowsiness, decreased alertness, and others. These can be discussed with the Human Resources Management Department and with immediate supervisors.***

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## PREVENTING HARASSMENT AND VIOLENCE IN THE WORKPLACE

We shall not tolerate any and all forms of harassment and/or bullying in our workspaces.

Workplace violence (WPV) is defined as “improper activity or behavior” and “the attempted or actual exercise by a worker towards another worker of any physical force so as to cause injury, and includes any threatening statement or behavior which give the worker reasonable cause to believe he or she is at risk of injury” (Visions Journal: Workplace Bullying and Harassment, 2020).

### **WORKPLACE VIOLENCE: DEFINITIONS AND FORMS**

*as quoted from Safe and healthy work environments free from violence and harassment by the International Labour Organization (2020)*

- Broad definition of violence and harassment: “a range of unacceptable behaviors, practices or threats thereof, whether a single occurrence or repeated, that aim at, result in, or are likely to result in physical and psychological, sexual or economic harm” (p.8).
- “This definition applies to violence and harassment ‘occurring in the course of, linked with or arising out of work: (a) in the workplace, including public and private spaces, where they are a place of work; (b) in places where the worker is paid, takes a rest break or a meal, or uses sanitary, washing and changing facilities; © during work-related trips, travel, training, events or social activities; (d) through work-related communications; (e) in employer-provided accommodation; and (f) when commuting to and from work” (p.8).
- “Main forms of violence and harassment in the world of work:
  - physical violence,
  - psychological violence and harassment (including verbal abuse, harassment, bullying and mobbing, sexual harassment and threats, cyber-bullying),
  - sexual violence and harassment” (p. 10).
- “Some of the key and interrelated psychosocial hazards that lead to work-related stress (thus increasing the risk of violence and harassment) or that directly lead to situations of violence and harassment, or that are in and within themselves expressions of harassment include but are not limited to:

- job demands,
- job control,
- task design,
- role clarity,
- workplace relationships,
- leadership styles,
- organizational justice,
- organizational change management,
- physical working environment” (pp.13-14).

Gender-based violence (GBV), which is classified under WPV, is violence targeted at a person specifically because of their “factual or perceived sex, gender, sexual orientation and/or gender identity” (Council of Europe, n.d.).

Majority of GBV victim-survivors have always been women and girls due to deeply rooted gender biases and discrimination. However, it must be emphasized that not only women experience gender-based violence. Gender identities that present as women, feminine, or as ambiguous when expected to be masculine are also targeted with GBV. This includes the LGBT community. GBV affects and can be committed against (1) those who “may be born with female sexual characteristics but identify as male, or as male and female at the same time, or sometimes as neither male nor female” (Council of Europe, n.d.) and (2) members of the LGBTQIA++ community - “lesbian, gay, bisexual, transgender and other people who do not fit the heterosexual norm or traditional gender binary categories” (Council of Europe, n.d.).

Lastly, men also experience GBV. While men are targeted on a much smaller scale, it cannot be disregarded and it is important to recognize. Those who do not conform to the traditional masculinity (“macho”) have reported being on the receiving end of GBV. Violence specific to males such as hazing and physical violence at work is prevalent. However, reporting of cases of GBV against men is low because of the stigma attached to being a victim.

SH and domestic violence also fall under GBV.



## From the International Training Centre (ITC), the training arm of the International Labour Organization (ILO)



### What is gender-based violence in the world of work?

Gender-based violence in the world of work includes:

- Bullying, physical and verbal abuse from work colleagues, supervisors or managers.
- Sexual harassment and unwanted sexual advances.
- Sexual abuse and violence, including 'coercive' or transactional sex, rape and sexual assault.
- Abuse and harassment around pregnancy.
- Psychological abuse and intimidation.
- Threats and acts of physical and sexual violence.
- Abusive working conditions such as poor health and safety (including building and equipment safety).
- Inadequate or inappropriate sanitary facilities and rules about their use.
- Involuntary excessive long working hours and unpredictable or late demands to work overtime.

"Brefing 3.1 - Introduction to gender-based violence in the world of work". ITC-ILO (N.d.)

WPV is prevalent, highly underreported, and remains unaddressed across the world. This is because many of its forms are normalized as things workers should learn to deal with as adults and professionals. WPV can be difficult to identify because it begins in small ways (microaggressions) and causes the targets to have self-doubt about whether they have been mistreated or are just being overly sensitive. Meanwhile, workplace bullying and harassment continue to harm the mental and physical health of workers and have significant and adverse effects on their daily work.



## What are microaggressions?

**Microaggressions** are

- “insensitive statements, questions, or assumptions aimed at traditionally marginalized identity groups can happen to anyone, of any background, at any professional level” (Washington, 2022).
- “the thinly veiled, everyday instances of racism, homophobia, sexism (and more) that you see in the world” (Limpong, 2020) that “could be related to someone’s race, gender, sexuality, parental status, socioeconomic background, mental health, or any other aspect of our identity” (Washington, 2022).
- someone’s race, gender, sexuality, parental status, socioeconomic background, mental health, or any other aspect of our identity” (Washington, 2022).
- “a subtle form of prejudice” evident in “comments or behaviors that harm members of marginalized communities” and “[t]he people who engage in microaggressions are often unaware of the negative impact” (Haghighi, 2023).
- “The everyday slights, indignities, put downs and insults that people of color, women, LGBT populations or those who are marginalized experience in their day-to-day interactions with people” (Desmond-Harris, 2015).

## There are three forms of microaggressions:

### ■ Microassaults

- “the person behaves deliberately in a discriminatory manner” without “intending to offend someone” without thinking that their actions are harmful and hurtful” (Medical News Today, n.d.);
- “conscious and intentional discriminatory actions” (Simms, 2022);

### ■ Microinsults

- “when people unintentionally or unconsciously say discriminatory things or behave in a discriminatory way”, usually thinking that “they are complimenting the person” while “actually making insulting statements” (Medical News Today, n.d.);
- “verbal, nonverbal, and environmental communications that subtly convey rudeness and insensitivity that demean a person’s racial heritage or identity” (Simms, 2022);

### ■ Microinvalidations

- “actions and behaviors that deny racism and discrimination”, invalidating and belittling the struggles that others experience (Medical News Today, n.d.);
- “communications that subtly exclude, negate or nullify the thoughts, feelings or experiential reality” (Simms, 2022) of marginalized or othered groups.

According to the Harvard Business Review (2022), “To create inclusive, welcoming, and healthy workplaces, we must actively combat microaggressions.” It is natural for workers to experience challenging work situations: having differences of opinions, disagreeing during meetings, working with colleagues we are not friends with, or doing tasks we don’t like. Even in such circumstances, workers must be able to manage their day and get work done with the assurance that their work environment embraces guidelines that foster productivity while cultivating respect, care, and professionalism.

We condemn any and all forms of harassment and violence in the workplace. Everyone has the right to do their best work in a safe working environment. We recognize that workplace violence is a violation of human rights.

The CCP shall exercise zero tolerance for any and all acts that constitute such.

## **THIS MEANS THAT WE MUST:**

- treat everybody with the respect and dignity that we deserve;
- be on the lookout for indicators and incidents of workplace violence; and
- report all such indicators and incidents.

**WE DO NOT:**

- turn a blind eye, ignore, conceal, or take part in WPV incidents;
- hurt, bully, or harass others;
- humiliate or intimidate others;
- make personal attacks, threats, and arguments;
- spread rumors;
- launch verbal abuses;
- launch pranks;
- make offensive gestures;
- damage, sabotage, or steal personal property;
- make physical or psychological assaults;
- engage in cyberbullying;
- cancel, isolate, or alienate others; and
- gaslight others into doubting and invalidating their experiences.

**What is gaslighting?**

According to Medical News Today (2022), “Gaslighting is a form of psychological abuse in which a person or group causes someone to question their own sanity, memories, or perception of reality. People who experience gaslighting may feel confused, anxious, or as though they cannot trust themselves.”

It is also “a form of psychological abuse that occurs when a perpetrator distorts information to manipulate a victim to doubt their perceptions, memory, emotions or reasoning ability” (Tormoen, 2019).

A person who gaslights may tell you that you remembered something the wrong way, or that the mistake is yours when you have been wronged, or belittle your feelings, or deny their own actions to avoid responsibility.

**WORKPLACE VIOLENCE: WHO ARE INVOLVED?**

*as quoted from Safe and healthy work environments free from violence and harassment by the International Labour Organization (2020)*

- “Violence and harassment at work is a complex and multifaceted phenomenon with multiple actors” (p.10).

- “*The primary actors* are usually perceived as being the (alleged) perpetrators (persons who engage in workplace violence and harassment), the victims (workers, employers or other persons in the world of work who are the object of workplace violence and harassment), and any bystanders/witnesses” (p. 11).
- “[*S*]*econdary actors* consist of those with a direct involvement in violence and harassment at work, but who are not perpetrators, complainants, or bystanders. More often than not, they comprise employers and those involved in the aftermath of complaints of violence and harassment (p.11).
- “[*O*]*ther actors* involved in violence and harassment at work. These may consist of family and friends, but also policy-makers, social partners, lawyers, activists, academics, OSH practitioners, NGOs and other groups” (p.12).
- “The dynamic of violence and harassment:
  - Horizontal violence (violence and harassment perpetrated between co-workers),
  - vertical violence (violence and harassment perpetrated between supervisors and subordinates,
  - third-party violence (violence and harassment perpetrated by clients/customers/patients” (p.11).

## What can I do when workplace violence happens?

Those who witness violence and bullying fall into the following categories (Stopbullying.gov, 2021):

- **Outsiders**, who see what is happening but keep out and do not engage;
- **Defenders**, who get involved and try to stop the bullying or offer support to the victim-survivor;
- **Reinforcers**, who cheer the perpetrator on; and
- **Assistants**, who help the perpetrator.

If you happen to witness workplace violence, the following are things that can be done for prevention and intervention (adapted from Stopbullying.gov, 2021).

### Prevention steps may include:

- welcoming others (particularly targets/victim-survivors) to join activities and groups;
- being a role model for proper behavior by showing kindness, respect, and empathy for others;
- walking or sitting with/near those who may be targets of workplace violence; and
- getting involved with workplace violence prevention efforts at the CCP and/or in local offices.

### Interventions may include:

- defending the target of workplace violence;
- intervening with others;
- changing the subject (if in any discussion or meeting context);
- questioning the workplace violence behavior;
- using appropriate humor to lighten up a serious situation;
- openly stating an objection to workplace violence; and
- stating approval of the victim-survivor and validating their social status.

### Post-interventions may include:

- reaching out privately to the target of workplace violence to express support or concern;
- reporting the workplace violence to a trusted colleague, manager / supervisor / leader, and/or the committees and/or offices deputized and/or mandated to attend to workplace violence matters; and
- reaching out privately to the person performing the acts of workplace violence to express concern (if they feel safe to do so).

If you witness or suspect workplace violence (or experience it yourself), report it by filling out the incident form that can be found here: <https://culturalcenter.gov.ph/wp-content/uploads/2023/06/Incident-form.docx> or on page numbers **96-97**. Send it to [safespaces@culturalcenter.gov.ph](mailto:safespaces@culturalcenter.gov.ph).

It is also an option to report concerns to government offices, law enforcement agencies, or other pertinent bodies, should this be deemed necessary. Cases may also be filed at courts of law.

## 9 AIDING VICTIM-SURVIVORS OF DOMESTIC VIOLENCE IN THE WORKPLACE

We shall provide all forms of support possible for victim-survivors of domestic (family) violence in our workspaces.

**Domestic violence**, also referred to as “family violence” or “intimate partner violence”, greatly affects one’s health and well-being. It is traumatic and damaging to mental health. It can affect any person regardless of sex or gender, although a majority of victim-survivors are women.

### INTIMATE PARTNER VIOLENCE

refers to “physical, sexual or psychological harm by a current or former partner or spouse.”

### DOMESTIC VIOLENCE

Examples are he/him, she/her, they/their, ze/zie, siya, and the like.

### FAMILY VIOLENCE

refers to “child maltreatment, sibling violence, intimate partner violence and elder abuse.”

International Labour Organization. (N.d.) “Domestic violence and its impact on the world of work.”

It is defined as “an incident or pattern of incidents of controlling, coercive, threatening, degrading, and violent behavior, including sexual violence, in the majority of cases by a partner or ex-partner, but also by a family member or carer” (Women’s aid, 2022).

Domestic violence covers “all acts of physical, sexual, psychological, or economic violence that occur within the family or domestic unit or between former or current spouses or partners, whether or not the perpetrator shares or has shared the same residence with the victim” (Gender, Equality and Diversity and ILOAIDS Branch, Conditions of Work and Equality Department, n.d.).

**Physical violence** includes physical harm, battery, and assault, as well as threats, the use of force, and exertion of control over the victim-survivor. **Sexual violence** covers violent sexual acts, physical attacks on sexual parts, SH, and forcing one to commit sexual acts. **Psychological violence** comprises infidelity, intimidation, verbal abuse, public ridicule, damage to property, and forcing one to watch the abuse of another member of the family or loved one.

**Economic abuse** covers refusal to provide financial support, and controlling and preventing one from accessing conjugal resources and properties. **Online or digital abuse** covers the use of online communication and social media platforms by abusive partners to control, threaten, and track locations (among others) of victim-survivors.

**Domestic violence is a workplace issue.** It is harmful to morale, affects work performance and output, and lowers productivity. Domestic violence can also occur at work when abusers use communications to threaten and harass victim-survivors; abusers can also follow them to work and potentially harm not only the victim-survivors but also all other workers in the immediate vicinity.

**Examples of how family violence may appear at work include:**

- repeatedly phoning or emailing the employee
- showing up at the employee's workplace and disrupting co-workers (e.g., asking many questions about the employee's daily habits)
- verbal abuse directed at target or co-workers
- acting jealous or controlling
- damaging property belonging to the target or the workplace

Canadian Centre for Occupational Health and Safety (2023). "Violence and Harassment in the Workplace -Family (Domestic) Violence."

The CCP condemns domestic violence and shall provide the necessary support and protection for our workers from any and all acts that constitute such.

**THIS MEANS THAT WE MUST:**

- learn to recognize and handle domestic violence at the workplace;
- be on the lookout for indicators and incidents of domestic violence;
- listen when a colleague confides about domestic violence;
- respect privacy and confidentiality;
- encourage our colleague to seek counseling and medical help;
- coordinate with persons-in-charge in the workplace to address requests for help immediately;
- (if an abuser shows up at the workplace) call security and help to remove the victim-survivor from the vicinity; and
- (if an abuser shows up at the workplace and inflicts violence) report incidents of domestic violence at the workplace.



**WE DO NOT:**

- discriminate against those experiencing domestic violence;
- turn a blind eye, ignore, conceal, or take part in domestic violence incidents;
- resent and shame victim-survivors due to their circumstances, needs for help, and requirement for leaves due to domestic violence concerns;
- gossip about or disclose any confidential information about domestic violence issues and experiences of the victim-survivor and perpetrator; and
- blame victim-survivors of domestic violence.

As a safe workspace, the CCP shall include domestic and family violence in the protection and forms of support and assistance provided for our workers. Supervisors/Managers shall develop a personal workplace safety plan with each victim-survivor. Consideration shall be given to those in need of VAWC leaves and additional leaves needed for medical care, recuperating from physical harm, seeking safety and sanctuary, caring for a child or other family members who also experienced abuse, counseling, legal consultation and actions, and the like. Consideration shall be further given to assure job security and work schedule flexibility in light of absences incurred for dealing with domestic violence.

In response to situations where both the victim-survivor and the abuser are co-workers, safety measures, changes in work locations and schedules, possibilities of remote work, and issuance of protective orders shall be observed. Security shall be trained and deployed to ensure the safety of the parties and all workers in the immediate vicinity.

We shall develop mechanisms for reporting domestic violence, including information on the abuser/perpetrator to prevent entry into the workplace. We shall provide services for counseling and supporting recovery for workers affected by domestic violence. We shall facilitate in connecting and referring them to support services available from the government, community, and organizations.

If you witness or suspect workplace violence (or experience it yourself), report it by filling out the incident form that can be found here: <https://culturalcenter.gov.ph/wp-content/uploads/2023/06/Incident-form.docx> or on page numbers 96-97. Send it to [safespaces@culturalcenter.gov.ph](mailto:safespaces@culturalcenter.gov.ph).

It is also an option to report concerns to government offices, law enforcement agencies, or other pertinent bodies, should this be deemed necessary. Cases may also be filed at courts of law.

# 10 PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE

We shall not tolerate any and all forms of sexual harassment in our workspaces.

Sexual harassment (SH) is defined as “is unwanted, unwelcome, uninvited behavior of a sexual nature or inappropriate sexual advances or offensive remark about a person’s sex, sexual orientation, or gender identity” (UP ASH Code 2017). It takes many forms such as: sexual favors; sexual advances; expression of love and interest; “persistent, unwanted invitations to go out on dates” (Cortina & Areguin, 2021); threats; and other unwelcome and unwanted verbal or physical conduct that is sexual in nature, including sexual violence and rape. It is deliberate, unsolicited, and coercive, and it affects all sexes and genders. It may happen just once, more than once, or repeatedly. Just like WPV, SH can also be normalized when it occurs in work contexts.

## What are examples of acts of Sexual Harassment?

The following are examples of acts of SH (*UP ASH Code 2017, Section 7*):

### Light Offenses:

- surreptitious looking or stealing a look at a person’s body parts or underclothing;
- malicious leering or ogling;
- sexual flirtation or persistent unwanted attention with sexual overtones;
- inquiries or comments about a person’s sex life and gender orientation;
- communicating sexist/smitty remarks causing discomfort, embarrassment, offense, or insult to the receiver;
- display of sexually-offensive pictures, materials, or graffiti; and
- other analogous cases.

### Less Grave Offenses:

- verbal and/or non-verbal abuse with sexual overtones, including but not limited to, offensive hand or body gestures;
- derogatory or degrading remarks or innuendoes directed toward the opposite or one’s sex, sexual orientation or gender identity;
- touching or brushing against a victim’s body;
- pinching that does not fall under grave offenses;
- sexual advances or propositions; and
- other analogous cases.

## Grave Offenses:

- touching or groping parts of the body, especially the private parts such as the breast, genitalia, or buttocks;
- forced kissing;
- requesting sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance;
- attempted or consummated unwanted sexual intercourse or torture of the person in a sexual manner; and
- other analogous cases.

The CCP condemns any and all acts of sexual harassment. SH is unacceptable.

## THIS MEANS THAT WE MUST:

- educate ourselves and participate in training on sexual harassment to understand and identify behaviors and acts that constitutes SH;
- act and decide appropriately regarding SH;
- watch out for inappropriate sexual advances and behavior, jokes and comments that are sexual in nature, and unwanted sexual regard; and
- report incidents and knowledge of SH for the protection of all.

## WE DO NOT:

- turn a blind eye, ignore, conceal, or take part in SH incidents;
- commit SH by engaging in any of the acts and behavior listed above;
- discriminate against victim-survivors of SH; and
- blame targets of SH.

The CCP has zero tolerance for sexual harassment and misconduct, and shall subject to investigation and disciplinary action all reports of such regardless of a worker's status or position.

If you have witnessed or suspected workplace violence (or experienced it yourself), report it by filling out the incident form that can be found here: <https://culturalcenter.gov.ph/wp-content/uploads/2023/06/Incident-form.docx> or on page numbers 96-97. Send it to [safespaces@culturalcenter.gov.ph](mailto:safespaces@culturalcenter.gov.ph).

It is also an option to report concerns to government offices, law enforcement agencies, or other pertinent bodies, should this be deemed necessary. Cases may also be filed at courts of law.

## COMMITMENT IN ACTION: REAL-LIFE EXPERIENCES

*“A management employee, who is not directly my boss, often inquires about my private life and persistently asks me out on dates and makes sexual advances. I had already let this person know that I am not interested in having this kind of relationship, but I still have to say ‘no’ to inquiries and advances daily. It affects my work and I find myself having to avoid doing some of my tasks so that I don’t have to encounter this person. Is this considered sexual harassment? What should I do?”*

If you had already refused not only once (which should have been enough) but repeatedly, then this is sexual harassment.

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### **Counseling advice by Dr. Roseann Tan-Mansukhani:**

*The fact that this person keeps stepping over your boundaries even after you’ve made it clear to them that you are not interested in their overtures of intimacy means that it is time for you to acknowledge that you are being sexually harassed. Do not minimize the harm that the harasser has caused you mentally and emotionally in having to say ‘no’ to invitations and sexual advances daily and in reconfiguring some of your tasks just to avoid this person. Apart from reporting this incident, confide in a trusted co-worker and ask for support. Request for psychological first-aid to address the stress and anxiety from the experience of sexual harassment.*

## COMMITMENT IN ACTION: REAL-LIFE EXPERIENCES

*"I was 17 when I started with the dance company and experienced sexual jokes. They would say things about my body parts. It always felt like when you're young you just have to adjust, be okay with it, and know how to laugh about it. It came to a point where it no longer felt safe. But it was just really part of the culture. Is this sexual harassment?"*

This is an example of a discourse and practice that is normalized so that the abuses are considered merely part of everyday life. But yes, this is sexual harassment. Any unwanted, uninvited, and unwelcome sexual remarks constitute sexual harassment.

What's even worse is that you were a minor when this started happening.

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### ***Counseling advice by Dr. Roseann Tan-Mansukhani:***

*Dancers are supposed to feel comfortable with their bodies so that they can move gracefully through space, performing with agile confidence. But as a minor, you had to endure sexual harassment in the form of sexual jokes and inappropriate remarks about your body from members of the dance company such that this space no longer felt psychologically safe for you. Those years of subtle abuse must have traumatized you and impacted on your body image, self-esteem, and your present self. If you want to go through a mind-body healing process, a body-oriented psychotherapy will be helpful in processing your traumatic sexual harassment experience.*

## **III**

# **Code of Conduct and Safety Protocols for Artists**

# 11 CULTIVATING SAFE WORKSPACES FOR ARTISTS

We shall ensure the safety and care of all artists occupying our workspaces.

Artists' workspaces must provide assurance, respect, trust, and safety. Such workspaces must have measures for bodily, mental, and emotional care, hazard prevention, protection, and intervention.

The CCP shall cultivate respectful, inclusive, and safe workplaces that make us feel welcome, safe, comfortable, unjudged and protected as we (1) engage in creative risk-taking, (2) tackle subject matter that may have sensitive and dangerous themes, (3) perform high-risk material, and (4) participate in any other and all types of cultural and artistic activities and contexts that often require us to strain our bodies, minds, and hearts.

All artists have the right to nurturing, bodily- and emotionally-safe workspaces free from any forms of harassment and violence that masquerade as part of training, critique, banter, work prerequisites, and all other such normalized practices of WPV. We shall protect each and every individual in all artistic and cultural endeavors within the workspaces at the CCP. We shall treat each other in ways that bring respect, trust, safety, and positivity into all artistic and cultural creation, production, rehearsal, and performance spaces that we occupy.

## THIS MEANS THAT WE MUST:

- attend and participate in orientations and learning sessions on the following prior to any production work or activities -
  - professional behavior, ethics, and boundaries,
  - WPV, GS, GBV, and SH,
  - proper training, conditioning, and warm up,
  - discipline-specific, instrument-specific, and production-specific safety,
  - special effects, such as pyrotechnics, and
  - special props, such as live animals, firearms, knives, weapons and the like;
- use clean, well-lit, well-maintained spaces that are regularly inspected, properly assessed for risks, and appropriately equipped for activities and engagements (dancing, singing, performing, painting, writing, and the like);
- have access to ample work breaks, food and water, required materials and equipment, and medical and counselor services, and others;

- have access to the following whenever applicable:
  - private spaces (such as dressing rooms and/or accommodations),
  - specialized materials and equipment training,
  - accident and injury prevention techniques,
  - medical intervention,
  - first-aid services,
  - protective clothing and equipment,
  - transportation services for emergency cases, and the like;
- observe amount of work time for performances, rehearsals, art production periods, and the like that is **optimal** for physical, mental, and emotional health and well-being;
- observe health and safety practices for facilities and during performances, rehearsals, art production periods, and the like;
- develop procedures, communication protocols, and intervention strategies that ensure the safety, health, and well-being of everyone throughout engagements (such as auditions, rehearsals, performances, mentoring and training contexts, writers' workshops, and the like)
- develop procedures, communication protocols, and intervention strategies that are specific to artistic disciplines, such as
  - live performance arts,
  - visual arts,
  - applied arts,
  - writing and publications,
  - films,
  - music and sound recording, and the like;
- encourage and support each other in safely taking creative risks;
- be generous with praise, and be constructive and kind when giving feedback and suggestions;
- disclose, discuss, and process fully all subject matter and tasks that involve topics of discomfort, risk, or danger (such as sexual content, nudity, violence, and the like);
- adhere to AND prevent any deviation from all previously agreed upon procedures, protocols, and agreements on subject matter and tasks that involve topics of discomfort (such as sexual content, nudity, violence, and the like);
- seek informed consent for any and all participation and documentation;
- be careful, conscientious, and concerned for privacy in the media documentation of any and all artistic and cultural proceedings;



- watch out for any unsafe or dangerous conditions, practices, behaviors, and attitudes within workspaces;
- speak out about any such unsafe or dangerous conditions, practices, behaviors, and attitudes without fear of earning a bad reputation, losing future engagements, or any other such forms of retaliation; and
- (during social gatherings or any and all activities related to artistic and cultural work where alcoholic beverages may be served) take care of each other, especially those who are intoxicated and incapable of making informed decisions or giving consent.

## WE DO NOT:

- tolerate or endure substandard and unkempt workspaces and private spaces that are hazardous to the health, well-being, and performance of artistic and cultural work;
- tolerate or endure scarce to no access to work breaks, food and water, and medical and counselor services and the like that are necessary for the artistic and cultural work to be performed in our workspaces;
- throw tantrums, harass, bully, insult, demean, and attack others **under the guise** of teaching, toughening up, improving performance, and other such excuses for lashing out;
- tolerate or endure any tantrums, harass, bully, insult, demean, and attacks by others under the guise of teaching, toughening up, improving performance, and other such excuses for lashing out;
- turn a blind eye, ignore, or participate in the throwing of tantrums, harassment, bullying, insults, demeaning, and attacking of others **under the guise** of teaching, toughening up, critiquing and reviewing creative work processes and output, improving performance, and other artistic and cultural work contexts as excuses for lashing out;
- strive to teach and learn from each other without inflicting damage to self-worth and self-esteem;
- appraise or comment on others' artistic work based on their individual characteristics and differences (such as age, race, color, sex, gender, disability, religion, and the like);
- deviate from any and all procedures, protocols, and agreements set for all such subject matter or tasks that involve topics of discomfort (such as sexual content, nudity, violence, and the like) to avoid creating opportunities for WPV, GBV, and SH;
- use topics, scenes, depictions, or roles that deal with sexual content, nudity, violence, and the like to commit SH;
- require, demand, force, or threaten each other to carry out and continue in real life any character, relationship, theoretical or applied scenario participation or any and all other role-playing tasks and practices within artistic or cultural performance contexts;

- take and share photos and videos of artistic proceedings without consent;
- make inappropriate or demeaning remarks, jokes, and gestures about a person's individual characteristics and differences (such as age, race, color, sex, gender, disability, religion, and the like);
- persistently inquire about personal lives and ask for dates or any such romantic or sexual engagement;
- engage in romantic and/or sexual solicitations, whether personal in nature or associated with and used as a threat to or prerequisite for any professional gain, advancement, continued engagement, reward, or benefit;
- retaliate due to unreciprocated romantic or sexual interest or solicitation; and
- (during social gatherings where alcoholic beverages are served) take advantage of, sexually engage, and/or assault those who are intoxicated and incapable of making informed decisions or giving consent.

The CCP already conducts intimacy workshops to prepare performing artists for scenes that are sensitive and potentially triggering due to depictions relating to sexual content.

We shall educate all CCP personnel on safe spaces, WPV, and gender sensitivity. We shall always have medical professionals, counselors, professional coaches and safety personnel on stand by during each and every engagement. In any and all contexts, the CCP shall make sure to engage only vetted artistic and cultural industry professionals to handle artistic and cultural productions and training.

We encourage artists to take creative risks and explore provocative terrain in the development of artistic output, production, and performances, for exhibits, workshops, publications, theatre productions and presentations, events, and the like. The CCP guarantees our artists -whose works we curated for production, exhibition, and the like the security and safety to take such risks. They shall enjoy our support, and protection from any and all types of harassment -including sexual harassment, bullying, public branding and targetting of critical advocacy work that endangers artists' lives and safety, and discriminatory harassment, for example -and all other possible audience interaction contexts arising from these events.

The CCP shall not tolerate any violation of artistic and cultural workspaces, and will subject to investigation and disciplinary action the reports of such regardless of a worker's status or position.

If you have witnessed or suspected any violation of artistic and cultural workspaces, or experienced it yourself, report it by filling out the incident form that can be found here: <https://culturalcenter.gov.ph/wp-content/uploads/2023/06/Incident-form.docx> or on page numbers 96-97. Send it to [safespaces@culturalcenter.gov.ph](mailto:safespaces@culturalcenter.gov.ph).

It is also an option to report concerns to government offices, law enforcement agencies, or other pertinent bodies, should this be deemed necessary. Cases may also be filed at courts of law.

## ON ARTISTS AND THEIR CRAFTS:

Part, too, of our care for artists is the recognition that craft and instrument-related training as well as practices surrounding extensive and systematic exercises for acquiring skills proficiency make us vulnerable to physical injuries over time. These types of injuries and harm, while not inflicted by others out of malice and WPV, also occur as occupational hazards that are part of predicaments and practices specific to craft and instrument-related training. As artists, we push ourselves beyond what our bodies and minds can take in order to do better, to do more, and to produce, practice, and rehearse well into perfection. That is why it is important that we all be cognizant of these particular predicaments of artists in their craft development and training along with the safety measures and practices that we must institute in order to ensure their bodily (as well as mental and physical) safety, well-being, and protection.

In the matter of craft/instrument-related concerns and issues, if you suspect that you have or are developing any craft-related training and performance injuries or overuse/repetitive strain injuries (developed over time through repeated performance and systematic exercise practices), or if you witness craft-related accidents and/or injuries suffered by others, report these to the nurse on duty at the **CCP Clinic**. Call **8832 1125 local 1902** or email [ccptdd@gmail.com](mailto:ccptdd@gmail.com).

## COMMITMENT IN ACTION: REAL-LIFE EXPERIENCES

*"Throughout my training in dance, I experienced getting insulted and shouted at on a regular basis. They said this was supposed to push us to do better and teach us how to be tough as needed in the world of arts. It was very hurtful, but I got used to it. We all grew up this way and so we felt this was correct. So this is also the same way I behave when teaching. I also insult and shout at others, though I don't normally behave this way in other contexts. I think this is just really part of the culture. Is this wrong?"*

Growing up with that treatment is unfair and traumatic. When we become used to such treatment and accept it as part of the culture and the way things just are, we tend to perpetuate it as well. As teachers, we need to be able to hold learners responsible and encourage them to do better without being cruel and breaking their spirit. We must decide to stop the cycle of abuse that we experienced.

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### **Counseling advice by Dr. Roseann Tan-Mansukhani:**

*Children tend to look up to adults as role models, especially mentors who are in a position to shape young minds and bodies. But when there's insufficient awareness and self-reflection, these adults unwittingly end up hurting children in service (or rationalization) of instilling discipline, initiating them into the tough demands in the world of the arts, and motivating them to be better and become successful artists. This abusive treatment becomes normalized and perpetuated into succeeding generations of teachers/mentors. As an adult now who suffered abuse in the hands of seemingly well-intentioned mentors, you need to assess your experience and recognize the abuse for what it was and how it impacted negatively on yourself and your views and beliefs in teaching young people. Do you really want to inflict the same abuse on the succeeding generations of dancers? What kind of teacher do you envision for yourself, aligned with your personal values? What will it take for you to create a learning environment that is psychologically safe and at the same time motivating young people to aspire for excellence? These are hard questions to reflect on to find authentic answers. You may dialogue with yourself in a journal, talk to an open-minded and trustworthy colleague or friend, or process your past experiences and self-reflection with a professional counselor.*

## **COMMITMENT IN ACTION: REAL-LIFE EXPERIENCES**

*“As dancers and actors, we’re very tactile and so the lines and boundaries are really blurred. How do we deal with this?”*

As a group, discuss and process fully all subject matter and choreography, scenes, and tasks. Identify points and scenarios of possible discomfort and walk through everything that needs to be performed. Establish consent and commitment to keep everyone safe.

Establish the agreement that everyone shall adhere to what had been agreed upon and prevent any deviation. Draw up a memorandum of agreement if this is most acceptable to all involved.

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### ***Counseling advice by Dr. Roseann Tan-Mansukhani:***

*Trust your feelings and allow them to guide you in distinguishing if the specific physical contact from others in the production feels offensive or uncomfortable or not. If the group has developed an atmosphere of trust and safety in explicit and implicit ways, the members of the company, whatever their status or position, can feel safe in expressing their discomfort or disagreement through open communication.*

## **COMMITMENT IN ACTION: REAL-LIFE EXPERIENCES**

*“Writers’ workshops, theatre rehearsals, and the like are usually followed by socials where everybody goes out for meals and drinks. It’s okay to be friendly in a relaxed social environment, but the problem is that some of those who hold positions of authority behave in ways that are sexually suggestive and harassing. Their professionalism disappears, and sometimes they inquire repeatedly about love and sex lives, make sex jokes and sexual comments about others, and even touch and put their arms around others. Many feel uncomfortable but because of the fear of losing their place/scholarship/role, they are willing to just put up with this behavior. Sometimes, when alcohol is involved, there are sexual encounters with people who are clearly too drunk to give consent.”*

Cases like these demonstrate predatory behavior and abuse of power. Relations should be professional and collegial at all times. It is possible to be friendly without crossing the line. It is natural for friendships to develop and this is never a cause or pass for lewd and predatory behavior.

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### **Counseling advice by Dr. Roseann Tan-Mansukhani:**

*When you go out for socials after work, observe how people treat each other. If you find their behavior inappropriate, uncomfortable, unprofessional, offensive or disrespectful to you or others, they have crossed the line. Do not accept excuses from the harasser (e.g., “the alcohol made me lose control,” “it’s all in good fun.”). Find a way to get out of this situation by leaving the venue early. Remind yourself not to join these after-work socials with these harassers.*

## **12 MENTORING AND WORKING WITH CHILDREN IN THE ARTS**

We shall protect children (persons below 18 years of age) and safeguard their well-being in the conduct of any and all of our arts and cultural productions and activities.

The CCP shall develop and institute policies and protocols for child protection and safety. Clear policies shall ensure that all young people who are part of the productions, activities, and mentoring programs receive age-appropriate and developmentally appropriate instruction, guidance, and care only from experts and professionals who have been properly trained, possess the premier educational credentials, and come highly recommended to interact with, supervise, and mentor young people.

### **GUIDELINES FOR ADULTS, INCLUDING PRIMARY CARERS**

#### **THIS MEANS THAT WE MUST:**

- treat children with professionalism and respect;
- treat children as individuals with valid perspectives, opinions, feelings, needs, and their own rights;
- disclose, discuss, and process with the children (and their primary carers) the artistic and cultural work's nature, content, outcome as anticipated, and the tasks involved before starting work on the production, activities, or training;
- seek the consent of the children (and their primary carers) regarding artistic and cultural work's nature, content, outcome as anticipated, and the tasks involved before starting work on the production, activities, or training;
- seek the consent and check the level of comfort of the children regarding touch/physical contact as required by the artistic and cultural production and activities (with exception to situations of danger and emergencies) before starting work on the production, activities, or training;
- (for primary carers) be present or at the premises during all productions, activities, and training;
- undergo proper vetting and training (particularly in the arts and in childhood to adolescent education) to qualify as part of the productions, activities, and training;
- use age-appropriate communication, approaches, methods, and materials with the children;

- attend and participate in orientations and learning sessions on professional behavior, ethics, and boundaries, particularly when working with children;
- attend and participate in orientations and learning sessions on WPV, GS, GBV, and SH, particularly when working with children;
- watch out for and report WPV, GBV, and SH, particularly those concerning children;
- report all incidents of WPV, GBV, and SH, particularly those concerning children.

## WE DO NOT:

- use or allow communication (verbal and nonverbal language, gestures, touching, or any physical contact) that is abusive, harassing, bullying, insulting, demeaning, or inappropriate and sexually suggestive in nature;
- use or allow any and all forms of corporal punishment;
- force children to perform/depict/write about scenes dealing with topics of discomfort, risk, or danger (such as sexual content, nudity, violence, and the like) without express consent, orientation, and processing;
- spend time alone and socialize with the children beyond production, activities, and training hours;
- regard children as candidates for romantic, sexual, and/or any and all types of amorous relationships, situationships, hookups, grooming, dealings, interactions, or any such connections (including millennial, Zoomer, genZ, and any and all such generational terms and definitions), regardless of whether these are defined or undefined, official or unofficial, consensual or not; and
- engage with children in any romantic, sexual, and/or any and all types of amorous relationships, situationships, hookups, grooming, dealings, interactions, or any such connections (including millennial, Zoomer, genZ, and any and all such generational terms and definitions), regardless of whether these are defined or undefined, official or unofficial, consensual or not.



## WHAT IS "GROOMING"? GROOMING DEFINITIONS AND EXAMPLES

Grooming involves targeting a child for abuse with seemingly friendly, innocent, and acceptable behaviors. It is important for us to understand what grooming is and learn to recognize this as it occurs in order to protect children and prevent abuse.



### **Grooming (also known as “sexual grooming”) is defined as**

"a method used by offenders that involves building trust with a child and the adults around a child in an effort to gain access to and time alone with her/him. In extreme cases, offenders may use threats and physical force to sexually assault or abuse a child. More common, though, are subtle approaches designed to build relationships with families.

“The offender may assume a caring role, befriend the child or even exploit their position of trust and authority to groom the child and/or the child’s family. These individuals intentionally build relationships with the adults around a child or seek out a child who is less supervised by adults in her/his life. This increases the likelihood that the offender’s time with the child is welcomed and encouraged” (Pollack and MacIver, 2015).

#### **“Purpose of grooming:**

- to manipulate the perceptions of other adults around the child.
- to manipulate the child into becoming a co-operating participant which reduces the likelihood of a disclosure and increases the likelihood that the child will repeatedly return to the offender.
- to reduce the likelihood of the child being believed if they do disclose.
- to reduce the likelihood of the abuse being detected.”

#### **“ Aspects of sexual grooming may include:**

- targeting the victim,
- securing access to and isolating the victim,
- gaining the victim’s trust, and
- controlling and concealing the relationship.”

#### **“Where it occurs:**

- in-person,
- via the Internet, or
- in institutional settings.”

**“Recognizing grooming behaviors (which may not appear inappropriate):**

- An adult seems overly interested in a child.
- An adult frequently initiates or creates opportunities to be alone with a child (or multiple children).
- An adult becomes fixated on a child.
- An adult gives special privileges to a child (e.g., rides to and from practices, etc.).
- An adult befriends a family and shows more interest in building a relationship with the child than with the adults
- An adult displays favoritism towards one child within a family.
- An adult finds opportunities to buy a child gifts.
- An adult caters to the interests of the child, so a child or the parent may initiate contact with the offender.
- An adult who displays age and gender preferences.”

**Behaviors that are “activities that can be sexually arousing to adults who have a sexual interest in children” include:**

- “bathing a child.
- walking in on a child changing.
- deliberately walking in on a child toileting.
- asking a child to watch the adult toileting.
- tickling and “accidentally” touching genitalia.
- activities that involve removing clothes (massage, swimming).
- wrestling in underwear.
- playing games that include touching genitalia (playing doctor).
- telling a child sexually explicit jokes.
- teasing a child about breast and genital development.
- discussing sexually explicit information under the guise of education.
- showing the child sexually explicit images.
- taking pictures of children in underwear, bathing suits, dance wear, etc.”

American Bar Association, “Understanding Sexual Grooming in Child Abuse Cases” by Daniel Pollack and Andrea Maclver (2015)

## GUIDELINES FOR CHILDREN

For those of us who are seventeen (17) years of age and below, these guidelines shall be discussed with you and your primary carers.

### WE MUST:

- treat everyone with professionalism and respect;
- attend and participate in orientations and learning sessions for young people on the following before starting any production work or activities -
  - professional behavior, ethics, and boundaries,
  - WPV, GS, GBV, and SH,
  - proper training, conditioning, and warm up,
  - discipline-specific, instrument-specific, and production-specific safety,
  - special effects, such as pyrotechnics, and
  - special props, such as live animals, firearms, knives, weapons and the like;
- follow all guidelines and protocols on safety, accidents, reporting, and others;
- inform the persons-in-charge of commitments, such as school hours, activities, exams, and other scheduled engagements that may affect or conflict with the CCP's production activities or training schedules;
- not be afraid to express discomfort with and/or object to excessive work hours, production practices, costumes, partial or full nudity, physical contact, and the like;
- not be afraid to refuse any invitations to hang out and spend time with adults beyond production, activities, and training hours;
- not be afraid to report any repeated invitations to hang out and spend time with adults beyond production, activities, and training hours;
- not be afraid to refuse and report any adults asking for romantic, sexual, and/or any and all types of amorous relationships, situationships, hookups, dealings, interactions, or any such connections (including millennial, Zoomer, genZ, and any and all such generational terms and definitions), regardless of whether these are defined or undefined, official or unofficial, consensual or not;
- consult with professionals on standby (such as counselors and medical professionals) during productions, activities, and training about any questions, concerns, and issues regarding work tasks and responsibilities specific to your art/discipline, working hours, and facilities, or about WPV, GBV, and SH;
- watch out for and report any and all accidents; and
- watch out for and report any and all incidents of WPV, GBV, and SH

**WE DO NOT:**

- throw tantrums or harass, bully, insult, demean, and attack others;
- tolerate or endure any tantrums, harassment, bullying, insults, demeaning, and attacks by others;
- tolerate and be pressured to accept invitations to hang out and spend time with adults beyond production, activities, and training hours;
- keep silent about any discomfort with and/or object to excessive work hours, production practices, costumes, partial or full nudity, physical contact, and the like;
- keep silent about incidents of WPV, GBV, and SH;
- consider adults as candidates for romantic, sexual, and/or any and all types of amorous relationships, situationships, hookups, dealings, interactions, or any such connections (including millennial, Zoomer, genZ, and any and all such generational terms and definitions), regardless of whether these are defined or undefined, official or unofficial, consensual or not; and
- ask or accept adults in any romantic, sexual, and/or any and all types of amorous relationships, situationships, hookups, dealings, interactions, or any such connections (including millennial, Zoomer, genZ, and any and all such generational terms and definitions), regardless of whether these are defined or undefined, official or unofficial, consensual or not.

If you witness or suspect any violation in the treatment of children or experience it yourself, report it by filling out the incident form that can be found here: <https://culturalcenter.gov.ph/wp-content/uploads/2023/06/Incident-form-para-sa-bata.docx> or on page numbers **98-99**. Send it to [safespaces@culturalcenter.gov.ph](mailto:safespaces@culturalcenter.gov.ph).

It is also an option to report concerns to government offices, law enforcement agencies, or other pertinent bodies, should this be deemed necessary. Cases may also be filed at courts of law.

**COMMITMENT IN ACTION: REAL-LIFE EXPERIENCES**

*"I was a high school student involved in an institutional theater arts program held out of town. One of the adult organizers was courting and harassing my friend, who didn't want to have a relationship with him. I complained to the others in charge, but instead of listening and helping us, they kicked us off the tour and left us behind to fend for ourselves. They left us in the middle of nowhere and we had to beg because we had no money and were very far from home. Luckily, there were some people who helped us and we were able to*

*contact some relatives who could come and get us. What actions can we take against the organizers? What is the responsibility of the institution here?"*

As minors, you were entrusted by your parents to adults who are supposed to guarantee your safety. Your complaints should have been heard and attended to. When they left you behind, they put you in harm's way. The adults trying to solicit romantic relations from a child should have been investigated, and the persons in charge who decided to leave you behind should have been held liable as they are legally responsible for your welfare and safety. You should not have suffered that treatment. Their actions subjected you to mental and emotional anguish and trauma, and they should have been held accountable for that. Furthermore, the violations they committed should have disqualified them from working with children and the institution.

\*\*\*\*\*

***Counseling advice by Dr. Roseann Tan-Mansukhani:***

*To be abandoned in an unfamiliar place far away from home by adult companions who were supposed to be responsible for your welfare and safety was a highly stressful and anxiety-filled experience for you and your group. Apart from legal accountability, the institution must provide psychological debriefing to your group upon your safe return from this horrendous experience.*

*Despite the distressing situation, you were able to rise to the challenges you and your group encountered: you defended and protected your friend from sexual harassment by reporting it; you coped with the abandonment and lack of funds by raising money through begging; you approached adults who were sympathetic and helpful; and you reached out to relatives who came to your rescue. Nonetheless, to heal the painful emotions and troubled memories associated with this traumatic experience, the institution must also offer group counseling to help you and your group process your emotions and cope in healthy ways to address this traumatic experience.*

## **COMMITMENT IN ACTION: REAL-LIFE EXPERIENCES**

*“As a child in theatre, I experienced being maltreated and shouted at with the goal of making me express extreme fear in my acting. I was subject to force and violence, and was made an example. No one did anything, and the director who did this to me was not punished. I was 9 years old at that time.”*

This is abuse of children at work and is punishable by law. These actions caused you mental and emotional anguish and trauma and, worse, you were a minor. The violations committed by this director should disqualify them from working with children and the institution, regardless of how famous or celebrated they are.

\*\*\*\*\*

### ***Counseling advice by Dr. Roseann Tan-Mansukhani:***

*This person’s abusive treatment of you was reprehensible. The psychological and emotional abuse you experienced as a child must have traumatized you and affected your emotional well-being and personality up to the present. While you must have had psychological resources that sustained you through the anguish of the abuse, you might want to undergo trauma-focused psychotherapy to help you process the emotions and memories connected to your traumatic experience in childhood and develop more adaptive ways to cope and understand it so that the effects of trauma will not debilitate you as an adult.*

## **IV**

# **Safe Workspaces Mechanisms: Immediate and Long-Term Responsiveness Measures**

## 13 CREATING A CULTURE OF SAFE WORKSPACES

The following plans are recommended for the CCP towards developing policies and instituting measures that shall affirm, foster, and celebrate safe workspaces.

A culture of safe workspaces should be welcoming to and positive for all workers. It communicates to us that we are in an environment of care where we are free to be ourselves without fear of being judged, ostracized, or bullied for our individual characteristics and/or the excellent work that we do.

In order to create a culture of safe workspaces and to successfully implement the Handbook, it is recommended that the CCP work towards instituting transformative measures, procedures, and practices that cultivate and promote the workplace mindset of taking care of each other. It is proposed that the CCP work towards overseeing the collaboration of all work sectors within the institution to ensure that all voices are heard and all perspectives are included in the development of policies, work processes and procedures, and practices for safe workspaces.

Apart from advocating for safe workspaces and educating ourselves, it is also prescribed that the institution comprehensively inspect, assess, and conduct monitoring on all work policies, processes, procedures, and practices in order to identify, correct, and eliminate institutionalized sources of and opportunities for harm, hazards, and human rights violations.

### **IT IS RECOMMENDED THAT THE FOLLOWING BE ACCOMPLISHED IN THE SHORT TERM WITH A SET TIMELINE:**

- conduct a rapid assessment of all work and production processes within each and every CCP workspace for potential areas and sources of risks, human rights violations, gender-based violence, and workplace violence;
- address the findings of the rapid assessment through the development/revision of general policies and work and production processes, among others, and remediation measures;
- honor the freedom and right of workers to self-organize and join labor/union organizations;
- declare and announce through signs, posters, and promotional reading material that our workspaces are safe and free from any and all types of WPV, including discrimination, bullying, harassment, SH, and GBV;



- disseminate information about our guidelines, policies, procedures, and practices that signify our commitment to making and keeping our workspaces safe;
- conduct and participate regularly in mandatory basic education and awareness training programs and campaigns on topics such as (but not limited to) human rights, workers' rights, professional behavior and ethics, GAD, GST, WPV, SH, GBV, safety, hazard prevention, and the like; and
- organize and participate in institution-wide, individual office/department/group, and inter-office/department/group advocacy celebrations and awareness campaigns to commemorate advocacies such as (but not limited to) International Women's Day (IWD) and Women's Month, One Billion Rising (OBR), Pride, Labor Day, International Workers' Day, 18-Day Campaign, International Day for the Elimination of Violence Against Women (IDEVAW), Human Rights, Day, and the like.

**IT IS RECOMMENDED THAT THE FOLLOWING BE ACCOMPLISHED IN THE LONG TERM WITH A SET TIMELINE:**

- ensure that all offices, departments, groups and the individuals therein observe human rights obligations in their operations and fulfillment of their mandates;
- establish basic, advanced, and specialized training and capacity building programs to cultivate expertise among workers on human rights, workers' rights, professional behavior and ethics, GAD, GST, WPV, SH, GBV, safety, hazard prevention, and the like;
- establish three distinct and separate offices/departments with the mandate of attending to WPV, GBV, and SH matters exclusively through programs, projects, activities, and services for training, advocacy and campaign, research and publication, psychosocial and legal consultation and counseling, physical and online help desks, cases and grievances, and public service:
  - a) Workers Welfare program of the CCP Human Resources Management Department
  - b) CCP Gender and Development Committee
  - c) CCP Anti-harassment Council
- hire and/or assign professionals, consultants, and personnel-in charge are trained in the specialized disciplines required, knowledgeable, and qualified for the established offices/departments and the helpdesks;
- honor the GAD budget utilization of at least 5% of the total institutional budget;

- create, capacitate, and strengthen GAD committees, workers' welfare committees, the CODI, and other such committees;
- collaborate with various workers' sectors on the development, updating, and benchmark-setting of artistic discipline-specific, site-specific, needs/issue-responsive policies, procedures, protocols, and measures for occupational safety and WPV-free safe workspaces;
- mainstream human rights, workers' rights, and gender and development in all work processes and standards at all levels to eliminate all institutionalized opportunities for human rights violations, gender discrimination and gender-based violence, and sexual harassment;
- develop human rights-centered and gender-responsive perspectives, instruments, and criteria for evaluating work policies, processes, language, and arts and culture materials among others;
- conduct human rights due diligence, monitoring, evaluation, and audits on all work and production processes for the elimination of risks and institutionalized opportunities for human rights violations, gender discrimination and gender-based violence, and sexual harassment;
- utilize feedback and results of human rights due diligence to create remediation measures and make alterations in work and production processes to prevent future harm;
- ensure that all workers have equal opportunity and access to positions, promotions, benefits, scholarships, training programs, and the like regardless of individual characteristics and differences in characteristics such as age, religion, race, and gender, among others;
- safeguard work life balance in terms of working hours, proper breaks, overtime hours, flexible work arrangements, work arrangements for the accommodation of cultural practices, among others;
- provide facilities in accordance with workers' and gender rights, such as appropriately equipped eating and resting areas, clinics/medical facilities, childminding centers, breastfeeding areas, gender-responsive/gender-neutral/all gender/LGBT comfort rooms and dressing rooms (whichever are needed), among others; and
- institute incentives and establish awards for work that upholds workers' and gender rights and combats WPV, GBV, and SH.

It is proposed that calls for workers' participation in these processes be announced and volunteers be welcome to take part in the creation of this culture. Once the CCP has announced the calls for participation and you would like to volunteer, contact [safespaces@culturalcenter.gov.ph](mailto:safespaces@culturalcenter.gov.ph) to find out how you can participate.

# 14 COMBATING WORKPLACE VIOLENCE

The following plans are recommended towards developing policies and instituting measures that shall prevent, mitigate, and redress workplace violence.

It is every workplace's duty and responsibility to provide all workers with a safe working environment that is free of workplace violence, including gender-based violence, personal harassment, sexual harassment, and bullying. In order to combat workplace violence, it is recommended that the CCP work towards instituting measures, procedures, and practices that facilitate just investigations, hold those in violation accountable, and provide assistance and support for victim-survivors and all those affected.

## **IT IS RECOMMENDED THAT THE FOLLOWING BE ACCOMPLISHED IN THE SHORT TERM WITH A SET TIMELINE:**

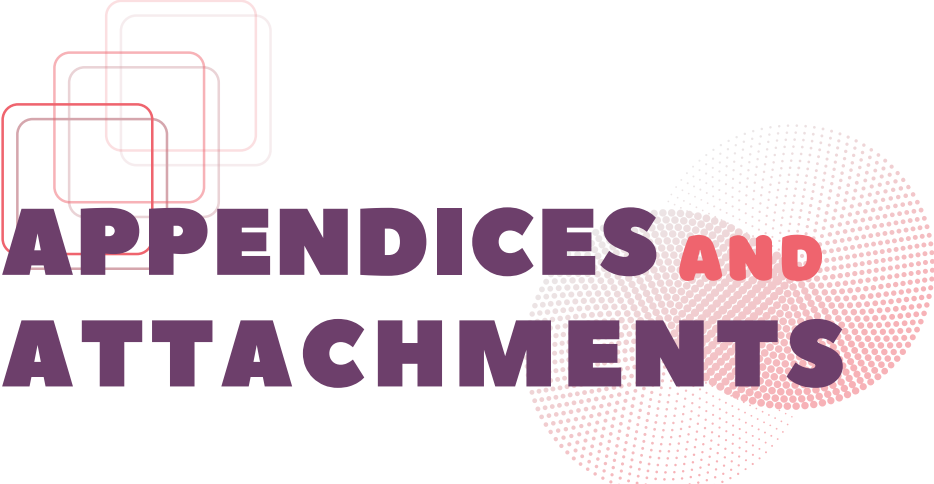
- require and remind all offices, departments, and groups to exercise zero tolerance for any WPV, GBV, and SH;
- conduct and participate in information campaigns and orientations for all work sectors on WPV, GBV, and SH;
- conduct first responder training for all offices, departments, and groups so that they are equipped to help when approached about WPV, GBV, and SH;
- select all production contractors and service providers based on their respect for human rights, workers' rights, and gender rights in their business contracts, practices, activities, and impacts;
- institute a general protocol for reporting WPV, GBV, and SH that is:
  - straightforward and uncomplicated to make it easier for complainants to disclose and discuss sensitive subject matter and traumatic experiences;
  - respectful of the privacy and confidentiality of the victim-survivors; and
  - efficient and as painless as possible in the one-time gathering of all the necessary information to avoid repeated form-filling and narrating;
- provide assistance for general procedures;
- require everyone involved and relevant to complaints to participate in investigations;
- take all reports/complaints seriously and express willingness to listen and discuss; and
- make legal and psychosocial counseling and consultation available.

**IT IS RECOMMENDED THAT THE FOLLOWING BE ACCOMPLISHED IN THE LONG TERM WITH A SET TIMELINE:**

- establish three distinct and separate grievance mechanisms for WPV, GBV, and SH (based in their respective offices/departments for dealing exclusively with these matters) that shall:
  - provide appropriate services for all parties involved,
  - determine disciplinary action for the commission of any form of WPV, GBV, harassment and SH, and
  - penalize retaliation against persons directly or indirectly involved in the complaint, incident report, and case proceedings;
- strengthen the following (one for each grievance mechanism) for hearing, handling, documenting, resolving, and providing assistance for complaints of incidents of WPV, GBV, harassment and SH:
  - a) Workers Welfare program of the CCP Human Resources Management Department
  - b) CCP Gender and Development Committee
  - c) CCP Anti-harassment Council
- assign to these councils representative officials, heads of units/departments, the head/s of the GFPS/GAD Committee, Counselor/s and Lawyer/s (whether in the employ of the CCP or consultant status), and representatives of the councils' respective offices who all specialize in WPV, GBV and GBSH;
- require them to undergo basic and advanced Gender Sensitivity Training, Anti-Sexual Harassment Training, and all other training necessary to develop the perspective and mindset fundamental to handling complaints and dispensing just resolutions and corresponding rehabilitative, restorative, and punitive measures;
- ensure that the grievance mechanisms are:
  - aligned with human rights, workers' rights, and gender rights;
  - informed by confidentiality and privacy, trauma, proper and efficient reporting procedures and data gathering; and
  - administered and handled by properly trained personnel and the appropriate professionals with knowledge and expertise in workers' rights, gender rights, WPV, GBV, harassment and SH;
- develop and conduct fair and impartial procedures for:
  - investigation,
  - hearing and judging of cases,
  - determining the remedy (penalties, sanctions, apologies, rehabilitation, suspension, and termination), and
  - providing the appropriate remedy;

- develop and conduct fair and impartial procedures for the investigation into and assignment of penalties for retaliation against those reporting WPV, GBV, and SH;
- ensure that the persons in charge of grievance mechanisms have the necessary knowledge, expertise, perspectives/mindsets and demeanor for handling the procedures;
- develop and institute measures for providing protection and assistance for workers who suffer GBV and SH in their personal relationships outside of the workplace;
- hold liable those who interfere with investigations and hearing of cases, bear false witness, tamper with evidence, orchestrate changes for witness testimonies, attempt to influence proceedings and outcomes of cases, or force reconciliations between complainants and persons complained of, or other such acts;
- provide for tracking, monitoring, and evaluation of these mechanisms after five years in consultation with all sectors;
- orient all sectors on the grievance mechanisms, procedures, and the councils and offices/departments in charge and involved;
- make publicly available all information and infographics on WPV, GBV, SH, and the grievance mechanisms and procedures for these;
- provide long-term legal and psychosocial consultation and counseling as support for victim-survivors and others affected; and
- exercise flexibility in work arrangements such as: work time considerations for counseling or case proceedings, or the separation of complainants from persons complained of (if they belong to the same office/department or work in the same physical space) among others.

It is proposed that contributions from workers who would like to participate in the development of these responsiveness measures be welcome. If you possess the training, experience, and expertise relevant to these areas and would like to volunteer once the CCP has announced the calls for contribution, contact [safespaces@culturalcenter.gov.ph](mailto:safespaces@culturalcenter.gov.ph) to find out how you can participate.

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**APPENDICES AND  
ATTACHMENTS**

## ANNEX 1: Philippine Laws

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<https://csguide.org/items/show/1462>

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The Anti-Rape Law of 1997 (Republic Act No. 8353).  
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The Magna Carta of Women (Republic Act No. 9710). (2008).  
<https://cws.up.edu.ph/wp-content/uploads/RA-9710-Magna-Carda-of-Women.pdf>

# **ANNEX 2: Forms**



# PAG-INGATAN

## INCIDENT FORM

1. Petsa:
2. Pangalan (*kung nais ibigay*):
3. Alyas (*kung nais gumamit ng alyas*):
4. Edad:
5. Email o cellphone number/Contact details:
6. Address (*kung nais ibigay*):

### Detalye ng insidente:

7. Kailan at saan ito nangyari?
8. Oras:
9. Petsa:
10. Lugar:
11. Ano ang nangyari?
  
12. Ilang tao ang involved?
  - Isa
  - Higit sa isa
  
13. Kung kilala mo ito, ano ang detalye niya o nila?
14. Pangalan:
15. Address:
16. Kung hindi mo kilala ang involved, ano ang suot nito at itsura, gaano ito kataas, ano ang pangangatawan? Ilarawan ang boses o di kaya ay amoy.
  
17. Paano nakaapekto sa iyo ang nangyari?
  
18. Mayroon bang witness? Kung mayroon ay sino ito?
  
19. Ito ba ay nangyari na noon? Kung oo, pakibigay ang detalye ng pangyayari noon.
  
20. Ano pa ang ibang detalye na kailangang maitala o mai-record?

**Nais na solusyon:**

21. Ano ang nais mong mangyari?

22. Pangalan ng tumanggap ng incident form:

23. Pirma:

Nangangako ako na pananatilihin kong confidential ang form na ito at ang laman ng form na ito.

24. Posisyon/role sa CCP:

25. Contact details:

26. Petsa:

Magdagdag ng papel kung kinakailangan.

Anumang nakasulat dito ay hindi puwedeng ibahagi ng tao na tumanggap ng incident form nang walang abiso sa tao na nag-file ng incident form.



# PAG-INGATAN

## INCIDENT FORM para sa bata

1. Petsa:
2. Pangalan ng bata (*kung nais ibigay ng guardian*):
3. Alyas (*kung nais ng guardian*):
4. Edad ng bata:
5. Email o cellphone number/Contact details ng guardian:
6. Address (*kung nais ibigay ng guardian*):

### Detalye ng insidente:

7. Kailan at saan ito nangyari?
8. Oras:
9. Petsa:
10. Lugar:
11. Ano ang nangyari?
  
12. Ilang tao ang involved?
  - Isa
  - Higit sa isa
  
13. Kung kilala ito ng bata, ano ang detalye ng tao na involved?
14. Pangalan:
15. Address:
16. Kung hindi kilala ng bata ang involved, ano ang suot at itsura ng tao na involved, gaano ito kataas, ano ang pangangatawan? Ilarawan ang boses o di kaya ay amoy.
  
17. Paano nakaapekto sa bata ang nangyari?
  
18. Mayroon bang witness? Kung mayroon ay sino ito?
  
19. Ito ba ay nangyari na noon? Kung oo, pakibigay ang detalye ng pangyayari noon.
  
20. Ano pa ang ibang detalye na kailangang maitala o mai-record?

**Nais na solusyon:**

21. Ano ang nais mong mangyari para sa bata?

22. Ano ang nais mong mangyari para sa tao na involved?

23. Pangalan ng tumanggap ng incident form:

24: Pirma

Nangangako ako na pananatilihin kong confidential ang form na ito at ang laman ng form na ito.

25. Posisyon/role sa CCP:

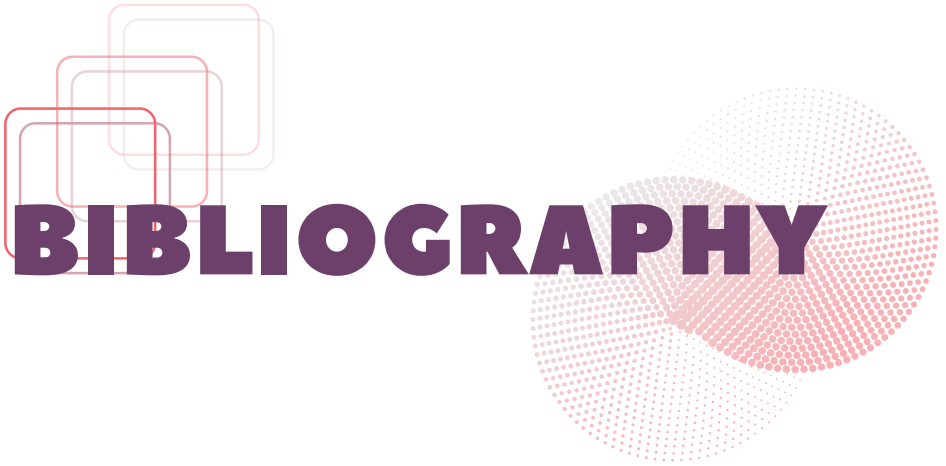
26. Contact details:

27. Petsa:

Magdagdag ng papel kung kinakailangan.

Anumang nakasulat dito ay hindi puwedeng ibahagi ng tao na tumanggap ng incident form nang walang abiso sa tao na nag-file ng incident form.



A decorative graphic on the left side of the page features four overlapping squares in a light red color, arranged in a slightly offset, cascading pattern. To the right of the word 'BIBLIOGRAPHY' are two overlapping circles filled with a halftone dot pattern. The top circle is light red, and the bottom circle is a darker red, creating a gradient effect where the colors blend together.

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# CCP Safe Space Handbook

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