



Containment | Flow | Purpose

ASSOCIATED INDIVIDUALS POLICY

February 2025





ASSOCIATED INDIVIDUALS POLICY

1. Purpose

- 1.1. The Associated Individuals Policy outlines the expectations and guidelines for all individuals associated with NUMXN, (i.e. directors, officers, employees, volunteers, contractors, and collaborators) and other stakeholders who contribute to the organisation's operations.
- 1.2. This policy ensures a shared commitment to our mission, values, and ethical standards while maintaining a safe, productive, and inclusive environment.

2. Scope

- 2.1. This policy applies to all associated individuals (i.e. directors, officers, employees, volunteers, contractors, and collaborators) engaged in NUMXN's

3. Roles and Responsibilities

- 3.1 **Associated Individuals:** All associated individuals are expected to perform their roles with professionalism, dedication, and a commitment to the organisation's mission. They must adhere to NUMXN's policies, including those regarding confidentiality, workplace conduct, and health and safety standards.
- 3.2 **Third Parties:** Any third parties engaged by NUMXN are expected to meet the same ethical and professional standards as associated individuals. They must adhere to the terms of their agreements, including respecting NUMXN's policies, confidentiality agreements, and operational guidelines.

4. Expectations of Associated Individuals

- 4.1. Commitment to NUMXN's Mission:
 - a. All associated individuals must act in alignment with NUMXN's mission to promote access to arts and culture, support marginalized creators, and foster creativity and innovation in the South African arts sector.
- 4.2. Associated individuals are expected to:
 - a. Treat others with respect, dignity, and fairness.
 - b. Contribute to a safe and welcoming work environment.
 - c. Act with integrity and honesty at all times.
 - d. Respect NUMXN's resources and property.
 - e. Maintain a high standard of performance in their duties.
 - f. Avoid conflicts of interest and disclose any potential conflicts.
- 4.3. Confidentiality:
 - a. All individuals associated with NUMXN must respect confidentiality regarding the organization's internal affairs, sensitive information, and the personal information of clients, partners, and stakeholders. Confidentiality agreements may be required as part of engagement or contract terms.



4.4. Health, Safety, and Well-being:

- a. NUMXN is committed to providing a safe working and volunteering environment. Associated individuals must follow all health, safety, and well-being guidelines set by the organization, reporting any hazards, risks, or safety concerns immediately.

4.5. Diversity and Inclusion:

- a. We value and celebrate diversity. NUMXN is committed to providing an inclusive environment where all individuals are treated fairly and without discrimination based on race, gender, ethnicity, sexual orientation, disability, or any other protected characteristic.

5. Recruitment and Selection

5.1. Equal Opportunity:

- a. NUMXN is an equal-opportunity organization. We encourage diverse individuals to apply for roles and volunteer positions. All recruitment decisions are made based on merit, skills, and alignment with the organization's needs and values. The amount requested.

5.2. Selection Process:

- a. Selection for employment or volunteering opportunities will involve a clear and fair process, including interviews, reference checks, and relevant background checks, where applicable.

6. Code of Conduct

6.1. Ethical Standards:

- a. All associated individuals must abide by NUMXN's Code of Values and Practice, which sets the foundation for ethical behaviour, professional interactions, and the effective pursuit of our organisational goals.

6.2. Reporting Misconduct:

- a. Any associated individual who becomes aware of misconduct, unethical behaviour, or violations of this policy must report the matter promptly to the appropriate personnel, such as a supervisor, manager, or a designated member of the Board of Directors. NUMXN is committed to addressing concerns in a fair and timely manner, protecting individuals who report misconduct from retaliation.

7. Performance Expectations and Evaluation

7.1. Performance Management:

- a. NUMXN aims to support the growth and development of all associated individuals through feedback, performance reviews, and training opportunities where possible. We expect everyone to take responsibility for their professional development and actively engage in performance discussions.

7.2. Disciplinary Actions:



- a. Failure to adhere to this policy, NUMXN's Code of Values and Practice, or any other applicable rules and regulations may result in corrective action, which may include verbal or written warnings, suspension, or termination of contractual agreements.

8. Termination of Engagement

8.1. Voluntary Resignation:

- a. Associated individuals are encouraged to provide notice if they intend to resign from their position or discontinue their volunteer role. A notice period, as determined by the terms of their engagement, should be provided to allow for a smooth transition.

8.2. Involuntary Termination:

- a. NUMXN reserves the right to terminate the engagement of any associated individual who fails to adhere to this policy, breaches their contractual obligations, or engages in behaviour contrary to the organization's values and goals.

9. Compliance with Policies

- 9.1. All associated individuals are expected to be familiar with and comply with NUMXN's policies, including but not limited to the Whistleblower Policy, Conflict of Interest Policy, Financial Management Policy, and any other relevant guidelines. Failure to comply with these policies may result in disciplinary action.

10. Policy Review

- 10.1. This Associated Individuals Policy shall be reviewed and updated at least every three (3) years, or as necessary to ensure its relevance and alignment with NUMXN's objectives, legislation, and governance best practices.