

CineVic Ethics and Confidentiality Policy (2022)

1. Application: This policy applies to all CineVic members, including the Board of Directors, its employees and any appointed program assessors, who are either volunteers or paid contractors, depending on the program, and all applicants (member and non-member) to CineVic programs.
2. Definitions: CineVic's Board of Directors has discretion to interpret these definitions as they pertain to CineVic programs.
 - a. CineVic programs are events, programs, initiatives, challenges, festivals and competitions issued and run by CineVic, or in collaboration with external competitions.
 - b. A program applicant in good standing may be a CineVic member or non-member applying as a single applicant (or as leader of an applicant group) having met all program criteria upon application submission.
 - c. An assessor is an appointed program juror, panelist and/or selection committee member who are either volunteers or are paid contractors, depending on the program.
 - d. Confidentiality is the practice of maintaining strict confidence (non-disclosure) of any information pertaining to applicants or program decisions and applies to anyone in an assessor or applicant role for CineVic's programs.
 - e. A valid claim (claim) is a verifiable contradiction of this policy or claim of conflict of interest regarding assessors' decision(s) for CineVic's competitive programs.
 - f. A conflict of interest may arise when either an assessor or an applicant has verifiable reason to believe an assessment process and/or decision is compromised by either:
 - i. Direct conflict of interest may include, but is not limited to, an assessor or an assessor's professional, organizational or familial affiliations obtaining personal or material gain from a program over which they preside, or from an application/applicant under review.
 1. Personal or material gain may include: ownership of assets, receipt of gifts, employment, corporate appointment(s), contract honoraria, professional credit and/or other financial or professional benefit.
 - ii. Indirect or perceived conflict of interest arises when an assessor's professional or private interests or relationships may reasonably appear to affect their ability to be impartial in their decisions regarding a program applicant/application.
3. Policy Scope, Objective and Overview: CineVic strives to provide and encourage its member and non-member program applicants with equal opportunities in its array of competitive and non-competitive programs. CineVic strives to be ethical and inclusive in its selections, and to make fair, unbiased and principled decisions for its competitive programs.
 - a. This policy relates to resolving any claim between an applicant(s), and assessor(s)' for CineVic's competitive programs.
 - b. This policy also relates to resolving any claims against a Board member in the execution of their duties on the Board of Directors.
 - c. Only program applicants in good standing may bring a claim to the Board of Directors.
 - d. A window for claims on competitive program outcomes or decisions is available for a period of five business days after announcement of results.
 - i. After this window closes, there will not be any opportunity for a claim to be heard by the Board.
 - e. The Board does not guarantee any changes to the program outcome based on their review of a claim.
 - f. Once the claim decision and potential outcome review protocols complete, the final program outcome will stand.

4. Assessor Selection Guidelines: CineVic strives to be as inclusive as is feasible in appointing assessors. The following attributes are desired and sought:
 - a. Assessors collectively possess as many of the following characteristics as possible:
 - i. broad, relevant, professional knowledge or experience;
 - ii. varied aesthetic, institutional and cultural viewpoints;
 - iii. diversity of artistic practice, styles, and philosophies or specialized roles;
 - iv. diversity of specialization or roles (e.g. writers, directors, producers, crew, talent);
 - v. knowledge in the arts and culture community in their field of arts and culture;
 - vi. active membership in the arts and culture community.
 - b. Assessors individually possess the following abilities:
 - i. Able to work in a group environment providing a fair-minded, unbiased evaluation while respecting other points of view;
 - ii. Able to provide critical content and articulate an informed opinion;
 - iii. Able to assess an applicant's role in their artistic or cultural community.
 - c. To the extent possible, the final group of assessors for any program reflects contemporary, diverse society.
5. CineVic Transparency Protocol: CineVic endeavors to be as transparent as possible within time and logistical restraints in running its competitive programs.
 - a. CineVic endeavors, at the time of a competitive program announcement and publication of guidelines and assessment criteria, to publicly announce the identities of assessors appointed to preside over them, or as soon thereafter as possible.
 - b. Assessors sign an ethics and confidentiality agreement confirming they have read, understood and will adhere to this policy, and affirming they will maintain confidentiality of all application information, including creative content and intellectual property.
 - c. Applicants sign an ethics and confidentiality agreement confirming they have read, understood and will adhere to this policy.
6. Applicants' Conflict of Interest Avoidance Protocols:
 - a. Applicants must not test or violate the definition of a direct conflict of interest with regards to any means of influencing the appointed assessor(s) in their favour.
 - i. An assessor must declare to CineVic notice of any applicant attempting to influence their decision by following the assessor self-declaration protocol.
 - ii. Should the declaration be validated by CineVic, the applicant will be disqualified from the program.
 - b. If a Board member applying to a competitive program is selected in the final stage of assessment:
 - i. they must choose from the following two options:
 1. resign from the Board or
 2. withdraw from the program.
 - ii. after the program completes, the resigned Board member may choose to:
 1. run for a Board seat at the next Annual General Meeting, or
 2. accept a re-appointment by the Board of Directors if there is a vacancy during the same term.
 - c. If an applicant to a competitive program is also serving as an assessor for the same program, they may be in conflict of interest with these considerations:
 - i. depending on the program, at the discretion of the Executive Director or the Board President, the member may remain as an assessor and recuse themselves from assessment of their own submission/application;
 - ii. otherwise, the applicant must choose to:
 1. resign as an assessor, or

2. withdraw their own submission/application.
7. Assessor Self-Declaration Protocol: Assessors in any CineVic program must declare any potential conflict of interest with any of the applicants (including themselves) or applications to the program over which they preside. The assessor must:
 - a. Declare their potential conflict of interest to the Board of Directors via the Executive Director for preliminary evaluation and decision within five business days of becoming aware of the potential conflict;
 - b. If the Board decision is that the declaration fits one or more of the definitions (except where an applicant is the subject of the claim, the assessor must:
 - i. recuse themselves from deliberations and assessments on the identified applicant(s)' (or their own) submission/application in any preliminary or final selection/decision.
 - c. If the declaration is with regard to an assessor's claim against an applicant, the matter will be dealt with by the Board in its Contradiction Decision Protocol.
8. Applicant Contradiction Protocol: An applicant may file a claim within five business days after the official announcement of a program outcome or of the identities of a program's assessors.
 - a. Upon gaining awareness of a policy contradiction during the course of a program, an applicant may make a claim within five business days of becoming aware of the contradiction.
 - b. The applicant must substantiate any claim with verifiable evidence.
 - c. The applicant must send their claim by email to the Executive Director together with a deposit of \$20.00 which will be refunded if the claim is upheld by the Board.
 - d. In extenuating circumstances, the five business day limit may be extended at the discretion of the Executive Director or the Board President.
9. Contradiction Decision Protocol: On receipt of the contradiction claim the Executive Director will table the claim at the next Board of Directors meeting for deliberation and decision.
 - a. At the discretion of the Board, any person(s) named in the claim may be asked for their account or response before deliberation.
 - b. If a Board member is named in the claim, they will be recused from the process.
 - c. If a decision is needed before the next scheduled Board Meeting, a Board sub-committee may be struck to deliberate the claim at its earliest opportunity.
 - d. The Board/sub-committee will deliver a decision to the Executive Director at its earliest opportunity, but no more than five business days from the start of deliberation.
 - e. The Executive Director will convey the Board/sub-committee decision to the applicant at their earliest opportunity on the same or next business day.
 - f. Decisions made by the Board/sub-committee with respect to claims are final.
10. Outcome Review Protocol: The Board retains the right to cancel any program outcome previously awarded. While CineVic does not impede artistic freedom of expression, it recognises that there is a need to prevent harm to its members or its audiences, to maintain a good reputation and relationship with its funders, and maintain high ethical standards in the execution of the projects it supports through its programs.
 - a. The Board may initiate a process to review and potentially reverse a program outcome decision when:
 - i. a program applicant's claim is deemed valid; or
 - ii. the Board receives verifiable information about the funded or sponsored program activities or projects, such as (but not exclusively):
 1. breach of terms and conditions and/or rules pertaining to the program;
 2. breach of copyright, uncleared permissions or intellectual property;

3. evidence of potential harm (slander, libel, or misrepresentation) to an individual (living or deceased), group or organization, including CineVic;
 4. failure to comply with legal obligations.
 - b. Decisions made by the Board with respect to outcome reviews are final.
11. Disclaimer: CineVic stands behind its selection of competitive program projects. However to proactively prevent any potential harm, the following disclaimer will be added to the end credits of any film sponsored by, or having received funding or support from CineVic:
 - a. *CineVic proudly supports local productions and a diversity of voices from the community it serves. The viewpoints expressed in this independently produced film do not necessarily reflect those of CineVic.*

Appendix A - Sample Assessor Ethics and Confidentiality Agreement (Short Circuit Selection Committee)

For all CineVic competitive programs, assessors acknowledge that they have read and understood the Ethics and Confidentiality Policy, and understand and agree to the following terms:

1. All information regarding applicants and submissions shall remain confidential and shall not be shared with anyone outside of the Selection Committee.
2. All evaluations and conversations about applicants and submissions are confidential and shall not be shared with anyone outside of the Selection Committee.
3. Members of the Selection Committee shall remain confidential until after the festival programming has been made public.
4. Members of the Selection Committee must state all potential conflicts of interest in relation to any submission and recuse themselves from assessing those submissions.