

SOUNDCHECK AOTEAROA

CODE OF CONDUCT

Version 1, April 2023

SoundCheck Aotearoa is an action group with a mission to foster a safe and inclusive culture for the music community. We believe that action is needed to address inequitable representation, challenge systemic discrimination and advance impactful change across the music industry. In recognition of Māori as tangata whenua of Aotearoa we have a living commitment to Te Tiriti O Waitangi in the way we work.

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For the purposes of this policy, the following people hold the following roles:

Role	Name
SoundCheck Aotearoa Board Chair	Jo Oliver chairperson@soundcheckaotearoa.co.nz
SoundCheck Aotearoa Project Manager	Anna Loveys anna@soundcheckaotearoa.co.nz
Sexual Harm Prevention and Response Advisor (SHAPRA)	Mel Calvesbert shapra@soundcheckaotearoa.co.nz

Document control

Date	Summary of changes	Version number
6 April 2023	Policy created	V1

1. Purpose

1.1 We want to lead the way in modelling this in our own workplace. SoundCheck Aotearoa is committed to providing a safe, healthy, respectful, and inclusive workplace for everyone who works for us and who we work with.

1.2 This Code of Conduct outlines the standards of behaviour that SoundCheck Aotearoa expects from everyone who works for us and everyone we work with.

1.3 We hold ourselves accountable to these standards. It does not anticipate every situation or circumstance; rather, it is a set of principles to guide conduct and decision-making in our work environments.

2. Scope

2.1 This Code of Conduct applies to everyone who works for SoundCheck Aotearoa and everyone SoundCheck Aotearoa works with:

- a. all employees, contractors, consultants, associates, or volunteers who are working for SoundCheck Aotearoa whether on a full-time, part-time, casual, or temporary basis
- b. members of the Board of Trustees

2.2 The Code of Conduct also outlines our expectations of others in their dealings with us and our employees, for example people we have contact with in the music community, those who supply services to us, sponsors, partners, and people who contact us or attend our events.

2.3 This Code of Conduct is to be read in conjunction with your employment agreement or other contract with us (if applicable to you), and all applicable SoundCheck Aotearoa policies, including our Sexual Harassment and Bullying Policy.

3. What do we expect?

3.1 SoundCheck Aotearoa believes that everybody has a part to play in creating a safe and inclusive working environment. We expect everyone working for and with us, regardless of their power or influence in the workplace, to:

- a. be courteous, professional, and respectful at all times and towards all people - regardless of gender, sexuality, ethnicity, minority status, age, religion, dis/ability, or role;
- b. work within the law at all times and act with integrity and be honest, trustworthy, and conscientious in all your dealings;
- c. actively consider and seek to promote better representation and inclusion in our work;
- d. refrain from any and all behaviour that might lead to, or be interpreted as, sexual harassment or assault - e.g. do not initiate any form of unwanted affection or touching, make suggestive comments, make objectifying jokes or banter, or act in ways that are potentially lewd, sexual and/or harmful;
- e. model appropriate behaviour and actively address any behaviour that breaches this Code of Conduct, and encourage others to be active bystanders as well;
- f. treat any information with care and use it only for proper purposes by maintaining the rights of others to privacy and confidentiality;
- g. be mindful of possible conflicts of interest and disclose and manage these in the appropriate way;
- h. maintain an awareness of power imbalances in the workplace that may relate to gender, sexuality, ethnicity, minority status, age, dis/ability, seniority, or influence in the workplace; and take extra care

not to abuse or take any advantage of that imbalance if you are in a position of power;

- i. ensure that your private activities or other work outside SoundCheck Aotearoa do not impact your ability to do your work with us professionally, negatively impact the wellbeing of others in our workplace, or have the potential to bring SoundCheck Aotearoa into disrepute;
- j. not engage in, encourage, or condone any form of bullying, sexual or racial harassment, or discrimination;
- k. not be intoxicated / consume excessive alcohol or substances while working for us.

4. Where does this Code of Conduct apply?

4.1 This Code of Conduct applies to the workplace - anywhere you are working with us, or in any situation that is related to your work with us. This includes:

- a. whenever you are acting on behalf of SoundCheck Aotearoa - e.g. in meetings, training, in online communications (e.g. Zoom, email, social media), at music community events, industry events e.g. award shows;
- b. whenever you are doing something that is connected to or supported by SoundCheck Aotearoa - e.g. while traveling for work, in accommodation paid for by SoundCheck Aotearoa, working from home, attending external meetings, or work-related social events;
- c. when communicating with other workers via email or social media; or
- d. whenever you are using SoundCheck Aotearoa property, equipment or IT services, networks, and devices.

5. What happens if these expectations are not met?

5.1 If your behaviour falls short of what is set out in this Code of Conduct, we will seek to address this with you in a manner that is reasonable in the circumstances. This may include disciplinary action or dismissal for an employee or termination of a contract for an independent contractor. If criminal behaviour occurs, this may include reporting to the Police.

6. What to do if you believe this Code of Conduct is being breached?

6.1 We expect everyone to play an active role in creating a safer workplace. We encourage people to speak up if they experience or see behaviour that breaches or is inconsistent with this Code of Conduct and we will support people who do that.

6.2 If you're unsure whether or not someone's behaviour is living up to SoundCheck Aotearoa's expectations, or if any behaviour makes you or someone else uncomfortable, we still want to know about it. You can raise issues with your manager, the SoundCheck Aotearoa Board Chair or any member of the Board of Trustees.

6.3 If you would like independent confidential advice you can speak to the SoundCheck Aotearoa SHAPRA service using the contact information on our website (which also provides further information relating to the confidentiality of this service).

6.4 Our Sexual Harassment and Bullying Policy contains a range of options for how you can report concerns about behaviour internally and/or externally.

6.5 In some circumstances, you may also be able to report your concerns to an external authority (e.g. the Police, the Human Rights Commission, Employment NZ (MBIE))

6.6 In reporting or raising any concerns you should be mindful of confidentiality and consider the safety and mental wellbeing of everyone involved.

6.7 SoundCheck Aotearoa will not tolerate retaliation or discrimination against anyone for reporting a Code of Conduct breach or concerns about behaviour.