

## **Hawke's Bay Music Hub Code of Conduct**

At Hawke's Bay Music Hub, our primary objective is to foster a safe, healthy, and respectful [and inclusive] workplace for all individuals. We are dedicated to upholding our core values of support, respect, integrity and creating positive music experiences and are committed to creating an environment free from any form of bullying, harassment, discrimination, and violence.

This Code of Conduct reaffirms our commitment to building a working environment [and an industry] that is free from such harmful behaviours. It encompasses various forms of misconduct, including but not limited to sexual harassment, discrimination based on gender, sexuality, ethnicity, or any other attribute, and acts of violence.

This Code of Conduct outlines the expected standards of behaviour for all individuals associated with Hawke's Bay Music Hub, whether as employees, contractors, subcontractors/vendors, sponsors, performers, or partners. We hold ourselves accountable to these standards, recognizing that they serve as guiding principles for conduct and decision-making in our work environments. While it may not address every specific situation or circumstance, it provides a framework to ensure ethical conduct.

Non-compliance with this Code of Conduct may result in disciplinary action, up to and including termination of engagement with Hawke's Bay Music Hub. In the event of a breach that may constitute a criminal offense, we reserve the right to report the matter to the relevant authorities.

### **Expectations:**

Hawke's Bay Music Hub acknowledges the presence of systemic and harmful power imbalances within the music industry, often associated with gender, sexuality, ethnicity, minority status, age, and dis/ability. To address these imbalances, we proactively strive to create an inclusive and welcoming work environment.

Regardless of their position or influence in the workplace, we expect all individuals working for and with Hawke's Bay Music Hub to:

1. Demonstrate courtesy, professionalism, and respect at all times and towards all people, irrespective of their gender, sexuality, ethnicity, minority status, age, religion, dis/ability, or role.
2. Refrain from engaging in any behaviour that may lead to or be interpreted as sexual harassment or assault. This includes avoiding unwanted affection or touching, making suggestive comments, engaging in objectifying jokes or banter, or behaving in any potentially lewd, sexual, and/or harmful manner.
3. Remain mindful of power imbalances in the workplace, which may relate to gender, sexuality, ethnicity, minority status, age, dis/ability, seniority, or influence, and exercise extra caution to avoid abusing or taking advantage of such imbalances if in a position of power.

4. Ensure that personal activities do not negatively impact their ability to fulfill their professional responsibilities, harm the well-being of others in the workplace, or bring disrepute to Hawke's Bay Music Hub.
5. Familiarize themselves with and adhere to Hawke's Bay Music Hub's policies, including specific policies relevant to their roles.
6. Proactively address any behaviour that breaches this Code of Conduct, including misconduct by individuals in positions of power or senior roles.
7. Refrain from engaging in, encouraging, or condoning any form of bullying, sexual or racial harassment, or discrimination.
8. Avoid being intoxicated/consuming excessive alcohol or substances while working for Hawke's Bay Music Hub.

**Applicability:**

This Code of Conduct applies to everyone associated with [NAME], including leadership, employees, contractors, subcontractors/vendors, sponsors, performers, and partners. It extends to various work-related scenarios, including but not limited to:

- Hawke's Bay Music Hub premises, such as venues, work sites, offices, or studios.
- Representing Hawke's Bay Music Hub, including meetings, job interviews, media interviews, award shows, online.
- Participation in the Music Hub vinyl compilation.

Many thanks

The Hawke's Bay Music Hub and Trustees of the Backline Charitable Trust