



MPG NZ CODE OF CONDUCT

Introduction & Purpose

We, MPG NZ Aotearoa, aim to provide a safe, healthy, respectful and inclusive workspace for everyone and we are committed to living our values of inclusivity, honesty, respect and equity.

This Code of Conduct confirms our commitment to building an industry free of any form of bullying and harassment, including but not limited to: Sexual harassment; violence; or discrimination.

This Code of Conduct is published in accordance with rule 40 of the Rules of the MUSIC PRODUCERS GUILD NZ INCORPORATED (MPG NZ), and rule 5.1.6 which requires that members of MPG NZ commit to conducting themselves in accordance with the standards outlined in this Code of Conduct. It outlines the standards of behaviour that we expect from everyone who uses our membership resources and everyone we work with. 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.

A breach of this Code of Conduct may lead to disciplinary action, up to and including the termination of your membership and contract or engagement with us. If we consider the breach to be of a criminal nature, we may report the matter to the police.

What do we expect?

MPG NZ Aotearoa seeks to address the systemic and harmful power imbalances within the music industry which often relate to gender, sexuality, ethnicity, minority status, age and dis/ability. This requires us to proactively create an inclusive and welcoming work environment.

We expect *everyone*, regardless of their power or influence to make a commitment to:

- 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;
- Respect physical boundaries and space at all times and refrain from 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 bates, or act in ways that are potentially lewd, sexual and/or offensive.
- maintain awareness of power imbalances in the workplace and placing unnecessary attention on gender, sexuality, ethnicity, minority status, age, dis/ability, seniority or influence in the workplace; and take extra care not to abuse or take advantage of that imbalance if you are in a position of power.
- actively challenge and address any behaviour that breaches this Code of Conduct, including breaches by those in power/senior roles.
- **not** engage in, encourage or condone any form of bullying, sexual or racial harassment, or discrimination.
- ensure that a parent or guardian is present as a chaperone for sessions and all commercial dealings with minors under the age of 18.
- conduct any communication or engagement, both prior and post our meetings, in a professional, respectful and confidential manner.
- follow and/or establish guidelines where needed with respect to ethnicity or cultural protocols.
- maintain an awareness of potential power imbalances and take extra care not to abuse or take advantage of that imbalance.
- ensure that all collaborative parties feel safe and comfortable in the recording environment and understand that the creative process will welcome all input thoughtfully and respectfully.
- support the agency and autonomy of all to self-determine their own futures, including trans and gender diverse people and will challenge homophobia and transphobia if encountered. If unsure, offer personal pronouns (he/she/they/ia etc) when introducing yourself, before asking how others identify themselves.
- commit to demonstrating a professional approach to the consumption of alcohol and use of substances. Excessive consumption and intoxication are unacceptable.
- acknowledge the duty of care in reporting or raising any incidents should they arise, upholding confidentiality and taking into consideration the safety and mental wellbeing of all parties in discussing such incidents.
- **commit to applying the MPG NZ Code of Conduct in your own business.** MPG NZ Aotearoa expects that all members, staff, volunteers and associated parties uphold the MPG NZ code of conduct in all aspects of conducting business, and assures that any staff or collaborators are held to the same standards. Members will clearly communicate the expectations of conduct for their working environment, and clearly communicate the process for concerns to be raised. The MPG NZ can provide sample Codes of Conduct and guidance in adoption of a code of conduct.

Who does the Code of Conduct apply to?

Everyone who works for MPG NZ Aotearoa, uses our contracts professionally and everyone MPG NZ works with. This includes all members, leadership & employees, the executive committee and the advisory board.

Where does this Code of Conduct apply?

This Code of Conduct applies to the workplace - in any situation that is related to your qualification for membership with MPG NZ Aotearoa.

This includes:

- whenever we are acting on behalf of MPG NZ Aotearoa - e.g. in meetings, job interviews, media interviews, awards shows, online communications, work-related social events;
- Whenever you are doing something that is connected to or supported by MPG NZ Aotearoa - e.g. attending social or online events, while working in a studio, while traveling on tour, in accommodation paid for by MPG NZ Aotearoa, working from home, attending external meetings.
- When communicating with other workers via email or social media and within industry-related social media groups.

What happens if these expectations are not met?

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 is suspected, this may include reporting to the Police.

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

- We expect everyone to play an active role in creating a safer industry. 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 to do that.
- If you are unsure whether or not someone's behaviour is living up to MPG NZ's expectations, or if any behaviour makes you or someone else uncomfortable, we still want to know about it.
- You can raise the issue with the MPG NZ administration or executive committee at any time by emailing info@mpgnz.co.nz. If you need formal contact details such as a phone number, please email requesting a call.
- In reporting or raising any concerns you can be assured of confidentiality. You should also be mindful of confidentiality and consider the safety and mental wellbeing of everyone involved.

MPG NZ Aotearoa will not tolerate retaliation or discrimination against anyone for reporting a Code of Conduct breach or concern about behaviour of an employee, member, or volunteer of the organisation.