

CODE OF CONDUCT TEMPLATE

Introduction & Purpose

[YOUR COMPANY/NAME]'s values are centred on inclusivity and equity. This Code of Conduct confirms our commitment to an inclusive working environment [and industry] free from discrimination, bullying, or harassment in any form.

Below outlines the standards of behaviour that we expect from everyone who works for us and with us, and we hold ourselves all accountable to these standards, including leadership.

A breach of this Code of Conduct may lead to the termination of your employment, contract or engagement with us. *[note: legal consequences of a breach will be determined by how this is integrated into existing contracts and policies, seek external advice if necessary.]*

What do we expect?

We expect everyone working for and with us, regardless of their power or influence in the workplace, 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.
- Manage your emotions (e.g. stress response) in a way that does not negatively impact others.
- 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.
- Refrain from participating in, encouraging, or condoning any form of bullying, sexual or racial harassment, or discrimination - and speaking up to someone if we see this anywhere in the workplace. This can include behaviour we don't intend to be harmful, including initiated unwanted affection or touching; making sexually suggestive or racially-charged comments, objectifying jokes or banter.
- Be mindful that intention and impact can be different, but both are worthy of consideration. This requires us to be observant and open to signs of discomfort in others.
- Ensure that your private activities do not impact your ability to do your work professionally, negatively impact the wellbeing of others in the workplace, or bring [NAME] into disrepute.
- Uphold all Health & Safety requirements in the workplace, including reporting hazards and near misses, as well as any public health regulations (including but not limited to Covid-19 prevention).
- Uphold all alcohol & drug use policies (e.g. do not be intoxicated/excessively consume any substance while working for us)

Where does this Code of Conduct apply?

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:

- When we are in the [NAME] workplace - e.g. at the venue, on the work site, in the office or studio
- Whenever we are acting on behalf of [NAME] - e.g. in meetings, job interviews, media interviews, awards shows, online communications, work-related social events
- Whenever we are doing something that is connected to or supported by [NAME] - e.g. while traveling on tour, in accommodation paid for by [NAME], working from home, attending external meetings, attending work-related social events or online events
- When communicating with other workers via email or social media and within work related social media groups

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

If you feel that this Code of Conduct has been breached in any way, or you have experienced or witnessed behaviour that you feel does not live up to [NAME]'s values, there are multiple options available to you - refer to the Reporting Concerns process set out in our [relevant policy] or speak to [nominated person(s)]. *[note: customise this based on what you decide for your team/organisation]* [NAME] will not tolerate retaliation or discrimination of any person/s reporting a Code of Conduct breach.