



## **MUSICFEST STAFF CODE OF CONDUCT**

We are delighted that you will be part of the team behind this extraordinary educational event known as MusicFest Canada. Our reputation for excellence is built on the professionalism, dedication and positive attitude of all our staff. This Code of Conduct is a reminder of the principles that have built that reputation. As an adjudicator, clinician, division chair, volunteer, or administrative or production staff member (collectively, "Staff") please familiarize yourself with this Code of Conduct.

### **PRINCIPLES OF EXPECTED BEHAVIOUR**

In all dealings at MusicFest, whether onsite at the Festival, or offsite, you are expected to

- Demonstrate respect at all times for others
- Conduct yourself at all times in a professional, ethical and businesslike manner, with honesty and integrity
- Perform required duties to the best of your ability
- Treat everyone with whom you have dealings in the course of performing your duties, with respect, dignity, honesty, fairness and courtesy
- Avoid acting in any discriminatory, harassing or violent way towards anyone
- Avoid putting yourself or MusicFest in a real or perceived conflict of interest
- Abide by all applicable laws and the bylaws of the host city.
- Comply with all applicable MusicFest policies and procedures.

### **PRIVACY AND CONFIDENTIALITY**

You must keep confidential and not disclose confidential, proprietary or personal information pertaining to MusicFest or any of its participants to anyone other than persons who are expressly authorized to receive such information. You must exercise caution in the dissemination of confidential information, whether in person, or when using telecommunications or the Internet. Confidential personal information must not be left unattended. This confidentiality obligation will continue after your engagement with MusicFest comes to an end.

### **CONFLICT OF INTEREST**

Conflicts of interest, whether actual or only apparent, diminish trust. A "**conflict of interest**" arises where an individual's personal interests interfere, or appear to interfere, with the interests of MusicFest. A conflict of interest may also arise when an individual takes actions or has interests that make it difficult to perform their work objectively and effectively. You must at all times avoid conflicts of interest, act honestly and with integrity and avoid any relationship or activity that may

- Place in question your objectivity and/or impartiality

- Impair your independence of judgment, or influence your decisions or actions concerning Musicfest and the Festival
- Jeopardize your ability to act in the best interests of Musicfest

## **ANTI-DISCRIMINATION/ HARASSMENT**

Harassment and discrimination will not be tolerated, condoned or ignored at MusicFest. MusicFest holds its Staff accountable for promoting and maintaining an environment free from harassment and discrimination. All persons present at MusicFest are expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination, by cooperating fully in any investigation or harassment or discrimination complaint and by bringing any form of harassment or discriminatory behavior of which they become aware to the immediate attention of management. See Musicfest's Anti-Harassment and Anti-Discrimination Policy for more detail.

## **PROMOTION OF DIVERSITY**

We strive to provide a fair, inclusive, supportive and safe environment. We recognize the diversity of the Canadian public and are committed to inclusivity and the reduction of barriers created by unconscious bias and discrimination on the grounds of race, sex, sexual orientation, marital status, gender identity or expression, creed, age, colour, disability or political or religious belief. We expect that you will conduct yourself in accordance with this policy.

## **ACCESSIBILITY**

We are committed to providing accessibility to people with disabilities. Our policy is guided by the principles of dignity, independence, integration and equal opportunity. You should be guided in your conduct by this accessibility statement, and seek assistance from the Executive Director or the Associate Director if you need help in providing accessibility to someone at the Festival.

## **UNACCEPTABLE ACTIVITIES**

The following activities are not acceptable to MusicFest:

- Disrespectful behaviour toward any person taking part in MusicFest
- Theft, misappropriation, fraud, misrepresentation, unauthorized removal of MusicFest's funds or property, or the property of any person
- Falsification of information on application forms or expense reports
- Possession of narcotics, illegal or non-medicinal drugs and/or being under the influence of alcohol or drugs during the Festival. The consumption of alcoholic beverages should be limited to Staff that are of legal age, off duty, out of uniform and away from student participants.
- Possession of weapons
- Physical altercations, assaults and/or provoking a confrontation between any person attending the Festival
- Verbal abuse, threats, profane language, coercion or intimidation
- Immoral or indecent behaviour, or behaviour unbecoming to a representative of MusicFest
- Sexual contact with any student

- Willful damage or wasting or defacing of MusicFest's equipment or property or the equipment or property of any facility in which the Festival is carried on
- A criminal conviction which will disqualify you from providing service to MusicFest
- Creation, publication, falsification and distribution of malicious statements related to MusicFest, its Staff or any persons who participate in the Festival
- Interfering with or hindering the performance of any Staff
- A pattern of careless and/or negligent performance of duties
- Unauthorized use of MusicFest's telephones, computer systems and software, voice mail, keys and access cards
- Smoking in areas designated as non-smoking
- Failure to observe established fire and safety regulations or common safety practices
- Failure to report an illness or injury that occurs in the course of work or volunteering or as a result of work or volunteering

## **HEALTH AND SAFETY**

MusicFest is committed to providing a safe and healthy environment for everyone. You are expected to act in an appropriate and safe manner to prevent injury and property damage. This includes using the equipment and resources provided for performing job tasks appropriately, safely and in accordance with the training provided, and notifying the Executive Director or Associate Director of any actual or potential health and safety issues so that they can be promptly rectified.

## **INTERNET PROTOCOL AND SOCIAL MEDIA**

If MusicFest provides you with access to information technology facilities (including but not limited to computers, mobile digital devices, cell phones, web or other platforms) or if your work entails use of social media or communication technologies, wherever accessed, for or on behalf of MusicFest, you are expected to use them in a professional and appropriate manner. Under no circumstances may you use information technology facilities belonging to or on behalf of MusicFest in any manner that is illegal, offensive, discriminatory, harassing or abusive, or in any other way that results in a breach of this Code of Conduct, privacy laws or laws in general.

Posting MusicFest's proprietary or confidential information or personal information of any participant in MusicFest to any collaborative media, such as blogs, chat rooms, or any other public forum without proper authorization is prohibited.

## **COMPLAINTS**

If you have any concerns concerning this Code, or concerns about failure on the part of any person to comply with this Code, please contact the Associate Director.

## **VIOLATION OF THE CODE**

Any violation of this Code of conduct is a serious matter. Problems and violations of this Code brought to the attention of the appropriate Division Chair, Production Director, or the Associate Director or Executive Director, will be dealt with promptly. Violations will result in an investigation and, if appropriate, disciplinary action.