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All employers, employees, officers, workers, agency workers, trainees, students, tutors, volunteers, trustees and freelancers should adhere to these principles. Everyone is responsible for promoting and maintaining an inclusive workplace which is positive and supportive.

- We are committed to promoting and maintaining a diverse and equal working culture
- We oppose bullying, harassment and discrimination and will not tolerate such behaviour within our own organisation and network.
- We are committed to playing our part in improving the working culture of the music sector.
- We are an equal opportunities employer and committed to improving diversity within our own workforce.
- We value inclusivity, appreciate difference, welcome learning from others and consider people equal without prejudice or favour. We build relationships based on mutual respect. We will work to give and receive feedback in a constructive way, which we know will improve creativity and productivity.
- We will take a proactive approach to improving the working culture of our own organisation (e.g. ensuring equal opportunities in any recruitment and selection process, providing flexible working policies and family-friendly contracts).
- We will encourage appropriate behaviour within our own organisation and in our network.
- Where we work with individuals under the age of 18, we will ensure that appropriate safeguarding training and advice is provided to our staff and representatives.
- We will implement and promote appropriate policies, procedures and complaints processes to protect everyone - including the freelancers we engage and students we teach.
- We will respect each other's dignity, regardless of the seniority of our role in any setting.

### **When reports are made**

- We understand that it is difficult for individuals who have suffered bullying, harassment or discrimination to speak out.
- We will respect confidentiality where possible and aim to make the process of reporting clear, straightforward and accessible.
- Reports of bullying, harassment or discrimination made to us will be taken seriously, handled sensitively, and with the complainant's safety and wellbeing as our first priority. This will mean providing adequate protection for complainants and, where bullying, harassment or discrimination is found to have occurred, taking appropriate action against the perpetrators.
- We will do all in our power to ensure that individuals who have made complaints or participate in good faith in any investigation do not suffer any form of reprisal or victimisation as a result.
- Where individuals belong to a trade union or professional association, we will encourage them to seek its advice and support.
- We will maintain a list of support services for use by those who have suffered harassment bullying or discrimination.

- Where issues are raised with us that may be of a criminal nature, we will refer the individual concerned to an appropriate support service (e.g. <https://www.thehavens.org.uk>).
- We will ensure that these principles are embedded at the early stages of careers in the music sector and the performing arts, to ensure that a safer, more Inclusive working culture becomes the norm.