

CANZ POLICY STATEMENT: CODE OF CONDUCT

Version 21.01

Purpose

The purpose of this document is

- to record the behavioural expectations of, and commitments made by, Choir and Staff members in relation to their engagement with Choirs Aotearoa New Zealand Trust (CANZ).
- And by doing so creating a rewarding, successful and safe environment for all parties involved.

Introduction

Members of New Zealand Youth Choir (NZYC), Voices New Zealand Chamber Choir, NZSSC and CANZ staff members represent our organisation, the Choirs Aotearoa New Zealand Trust, and our country when on tour. For any appearances with NZYC, NZSSC and Voices NZ, the conduct of each choir and staff member reflects on the organisation and New Zealand in general, whether you are in uniform or not.

By becoming a member or staff member of NZYC, NZSSC and Voices New Zealand, you agree to respect and adhere to this Code of Conduct when on choir business.

This Code of Conduct is informed by the organisation's values, the Health and Safety Policy, Social Media Policy (below), Vulnerable Student Policy, Billeting Policy, and any other new or updated policies that are made available to you, and common sense.

Relevant values of our organisation include a 'high standard of excellence' and 'embracing cultural diversity'.

Our commitment

All those involved with CANZ commit to:

- Embracing peoples' diversity by being respectful of our communities' cultures, customs and beliefs and a person's gender identification.
- Being courteous to other people and fellow choir members and staff
- Looking out for each other and offering support to and ensuring the safety of fellow choir members and staff
- Committing to promoting the well-being of all members by providing and maintaining an environment that is physically, socially, culturally and emotionally safe as well as free of bullying and sexual harassment
- Demonstrating commitment by showing up on time for all choir activities including rehearsals, performances, PR appearances and travel, in the appropriate attire, sober and fit for the purpose of the activity.

- Supporting an open, safe and confidential pathway for all members of our choirs and staff to speak up about any concerns or issues they encounter or witness. This communication pathway is clearly outlined specifically for each choir in YOUR VOICE. Singers are also invited after every course and tour to provide feedback through a confidential online survey.

Social Media Do's and Don'ts

Do's

The organisation actively encourages choir and staff members to engage positively with their networks about their involvement with the choirs.

- Great content can include touring information, successes, reviews, concert updates, programme information, links to interviews and videos, behind-the-scenes updates, personal experiences on tour, at rehearsals, courses or performances

Don'ts

- Prohibited content includes commercially sensitive information about Choirs Aotearoa New Zealand Trust (including financial information, intellectual property, information about customers, information about programmes or concerts not yet publicly released), any information that could potentially damage Choirs Aotearoa New Zealand Trust brand, and any information copyrighted to another party.
- Posting content that is unlawful, abusive defamatory, invasive of another's privacy, disrespectful or obscene is prohibited.

PROCEDURES

- Where any issue arises under this Code of Conduct the Chief Executive (or his nominated representative) will enquire into the issue and make every effort to resolve it in a way that is agreed by those involved and which is in the interests of a successful and harmonious performance, tour or work environment.
- In the case of issues involving Staff members, appropriate procedures under the relevant employment or contractor agreement will be observed.
- If, while on tour (which includes single concert/performance engagements), agreed resolution cannot be reached among those involved in an issue, the Chief Executive (or his nominated representative) is entitled to make such decisions in connection the issue as he or she considers necessary to allow the tour to be successfully completed. Each Choir or Staff member involved in an issue is bound to comply in good faith with those decisions for the remainder of the tour. This could, in extreme circumstance, include the Choir or Staff member being required to leave the tour and return home. Any additional costs involved in these circumstances will be the responsibility of the choir member or staff member.