



Te Rōpū Kaitito Puoro o Aotearoa  
Composers Association of New Zealand  
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## **CANZ CODE OF CONDUCT**

The CANZ Code of Conduct sets the tone for how we want to operate, and sets standards of expected behaviour across our professional relationships. We outline this code here, with the aim of aligning CANZ values with a commitment to a safe, inclusive, and respectful workplace.

### ***Introduction and Purpose***

We, CANZ, aim to provide a safe, healthy, respectful, and inclusive workplace for everyone and we are committed to living our values of honesty, integrity, and respect.

This Code of Conduct confirms our commitment to building a working environment and an industry free of any form of bullying and harassment. This includes, but is not limited to, sexual harassment, discrimination on the basis of gender, sexuality, ethnicity or any other attribute, and violence.

This Code of Conduct outlines the standards of behaviour that CANZ expects from everyone who works for us 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 contract or engagement with us. If we consider the breach to be of a criminal nature, we may report the matter to the police.

### ***Who does this Code of Conduct apply to?***

This Code of Conduct applies to all involved in any CANZ activities—everyone who works for CANZ and everyone CANZ works with. This includes leadership/CANZ Committee, CANZ members, students, mentors, performers, convenors, contractors, and volunteers.

In this policy, we will call everyone the policy applies to “workers”. This policy will also apply to visitors to our workplaces, including someone we are collaborating with (even if they are not a worker), audience members, guests or members of the public.

This policy will always apply when workers are working with CANZ. In some situations when you are working with us, we may also be collaborating with or working alongside other companies and organisations. They may have additional safety policies, procedures or safety measures that will apply to that work. We will co-operate with those companies and organisations to clarify expectations of all parties, and clearly communicate those to our workers.

### ***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 communicating with other members via email or social media and within work-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. If a majority of the CANZ committee agree that the severity of the behaviour warrants such action, CANZ membership may be revoked (according to Schedule 2 of the CANZ Constitution), or in the case of an independent contractor, the contract may be terminated. If criminal behaviour occurs, this may include reporting to the police.

### ***What do we expect?***

CANZ 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. That requires us to proactively create an inclusive and welcoming work environment.

We expect everyone working for and with us, regardless of their power or influence in the workplace, to:

- foster whanaungatanga (relationship, kinship, sense of family connection) and act with manaakitanga (hospitality, kindness, generosity, support, compassion)
- 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
- acknowledge and maintain CANZ’s role as tangata tiriti (people with a commitment to Te Tiriti O Waitangi) and engage with mana whenua (iwi and hapū with customary authority)
- ensure the safety of yourself and others at work, commit to addressing the physical and emotional needs of everyone, and report hazards including potential hazards
- refrain from any and 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 banter, or act in ways that are potentially lewd, sexual and/or harmful
- 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
- not engage in, encourage or condone any form of bullying, sexual or racial harassment, discrimination, or aggressive language
- manage stress responses in a way that does not negatively impact 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 CANZ into disrepute
- respect the privacy of individuals and use confidential information only for the purposes for which it was intended
- maintain the confidentiality of any information obtained
- not provide any false or misleading statement, declaration or claim
- not falsify or change any documents or records
- not use or allow the use of CANZ property, resources, information, intellectual property or funds other than for authorised purposes
- not engage in any activity that may damage property

- not have unauthorised possession of property belonging to anyone else
- not consume excessive alcohol or substances while working for/with us
- avoid any conflicts of interest, real or potential
- be familiar with and observe CANZ's policies, including our Safer Spaces Policy and Sexual Harassment Policy
- actively address any behaviour that breaches this Code of Conduct, including breaches by those in power/senior roles
- notify CANZ about any accident, incident or property damage, and any issues or concerns
- comply with New Zealand laws

***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 workplace. 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 who do that.

If you're unsure whether or not someone's behaviour is living up to CANZ's expectations, or if any behaviour makes you or someone else uncomfortable, we still want to know about it.

You can speak to Antonia Barnett-McIntosh, CANZ President (0223442232 [president@canz.net.nz](mailto:president@canz.net.nz)), or Kassandra Wang, CANZ Secretary (02108723541 [secretary@canz.net.nz](mailto:secretary@canz.net.nz)), at any time.

Our Sexual Harassment Policy contains a range of options for how you can report concerns about behaviour internally and/or externally.

In reporting or raising any concerns you should be mindful of confidentiality and consider the safety and mental wellbeing of everyone involved.

CANZ will not tolerate retaliation or discrimination against anyone for reporting a Code of Conduct breach or concerns about behaviour.