



CODE OF CONDUCT

Introduction & Purpose

Big Fan Charitable Trust (BIG FAN) strives to provide a safe, healthy, respectful and inclusive space for everyone and we are committed to living our beliefs and values, within our four walls but also within the wider music community.

Our Beliefs

- Music changes people's lives and their communities in positive ways
- Aotearoa has a wealth of talent and more people should have the opportunity to unlock theirs
- Creativity and learning thrives in a supportive community
- Aotearoa has the potential to have a world-leading music industry

We love music and the people who make it.

OUR VALUES

-  **INSPIRING**
Guiding others to create, learn and grow their potential
-  **INCLUSIVE**
Open to all ages, genders, cultures, and experiences
-  **PROFESSIONAL**
Demonstrating high standards, respect, integrity and transparency
-  **SUPPORTIVE**
Providing expertise, spaces, connections & resources, and helping to break down barriers
-  **COLLABORATIVE**
Building mutually beneficial partnerships and lasting communities

This Code of Conduct confirms our commitment to building a BIG FAN environment and an industry free of any form of bullying and harassment, including but 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 BIG FAN expects from everyone who works for us, everyone we work with and everyone who comes into our spaces. We hold ourselves accountable to these standards.

This Code of Conduct applies to everyone who works for or with BIG FAN and everyone who comes into BIG FAN spaces. This includes the board, management, employees, contractors, subcontractors/vendors, sponsors, performers, partners, and all who and utilise our venue and studios as hirers, guests or audiences.

It does not anticipate every situation or circumstance; rather, it is a set of principles to guide conduct and decision-making in BIG FAN.

A breach of this Code of Conduct may lead to disciplinary action, up to and including the termination of employment, contract or engagement with us including hiring our studios and venue, or removal from our spaces.

If we consider the breach to be of a criminal nature, we may report the matter to the police.



What do we expect?

BIG FAN seeks to address the systemic and harmful power imbalances within the music industry. We are proactively creating an inclusive and welcoming environment.

We expect *everyone* working with us, and using our spaces, regardless of their power or influence, 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;
- 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 that may relate to gender, sexuality, ethnicity, minority status, age, dis/ability, seniority or influence; and take extra care not to abuse or take any advantage of that imbalance if you are in a position of power.
- be familiar with, and adhere to BIG FAN's beliefs and values
- actively address any behaviour that breaches this Code of Conduct, including breaches by those in power/senior roles
- not engage in, encourage or condone any form of bullying, sexual or racial harassment, or discrimination.

Where does this Code of Conduct apply?

This Code of Conduct applies in our space and anywhere or in any situation you are working with us. This includes:

- when in the BIG FAN space - e.g. at the venue, office, communal spaces, or studios;
- whenever acting on behalf of BIG FAN or engaging in activity supported by BIG FAN - e.g. in meetings internal or external, media interviews, awards shows, online communications or events, work-related social events; traveling, and working from home;
- at all times when communicating with other BIG FAN workers, alumni or hirers 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 and appropriate depending on our relationship with you. This may include disciplinary action or dismissal for an employee or termination of a contract for an independent contractor, or termination of your studio session if you are the hirer. For audience members and guests, it may include being removed from the venue and temporarily or permanently trespassed. If criminal behaviour occurs, this may include reporting to the Police.



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

- We expect everyone to play an active role in creating a safe and welcoming environment at BIG FAN. 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 BIG FAN's expectations, or if any behaviour makes you or someone else uncomfortable, we still want to know about it.
- You, or someone that you nominate, can speak to the following people at any time:
 - Savina Fountain – savina@bigfan.co.nz
 - Brendon Holmes – brendon@bigfan.co.nz
- If you would like to speak to an independent person, we have engaged an independent person who can speak to you about your options. Direct link to schedule an appointment at: <https://restorativeservices.as.me/BigFan> or contact Hayley directly haley@aspenrc.com. Your enquiry will be treated confidentially.

BIG FAN is committed to this Code of Conduct and we aim is to create a vibrant and safe creative space for all. We will not tolerate retaliation or discrimination against anyone for reporting a Code of Conduct breach or concerns about behaviour.