

1 PURPOSE

- 1.1** This document sets out Recorded Music NZ's commitment to representation and inclusion.
- 1.2** "Representation" is defined as equal opportunities, fair treatment and fair representation for all people regardless of their particular attributes including gender, ethnicity, race, religion, language, sexual orientation, age, disability (including illness), regional status, political beliefs, paternity/maternity and marital status.
- 1.3** "Inclusion" is defined as practices and behaviours to ensure that individuals feel included and their differences respected.

2 POLICY STATEMENT

- 2.1** Recorded Music NZ:
- a** recognises the value of representation and inclusion
 - b** is committed to fostering better representation and inclusion in all of its internal and external activities
 - c** is opposed to all forms of discrimination, harassment and bullying.

3 IMPLEMENTATION

- 3.1** Recorded Music NZ will actively and openly consider and seek to promote representation and inclusion across all of its internal and external activities.
- 3.2** This includes but is not limited to:
- a** Employment and hiring practices
 - b** Staff and workplace policies, practices and awareness
 - c** Aotearoa Music Awards
 - d** Board and Committees
 - e** Music Grants
 - f** Collaboration with other organisations on initiatives to promote representation and inclusion across the NZ music industry
- 3.3** We recognise that implementing this policy requires regular and ongoing work to:
- a** gather data about representation and inclusion
 - b** consult openly and fairly with the artists and companies that we represent and the wider music community
 - c** work towards meaningful positive change.

- 3.4** We commit to doing this work however we acknowledge that due to the size and scale of our own organisation we are unable to reflect all demographics in New Zealand society within our own staff.

4 REPRESENTATION AND INCLUSION COMMITTEE

- 4.1** The Board of Recorded Music NZ has created a new Committee to:
- a** actively work towards better representation and inclusion, including by steering the work set out in this policy, and
 - b** regularly report to the Board and make recommendations for change.
- 4.2** The details are set out in the separate Terms of Reference for the Representation and Inclusion Committee.

5 RESPONSIBILITY

- 5.1** All staff, management, Board members and Committee members are responsible for promoting representation and inclusion across Recorded Music NZ and its activities.
- 5.2** Management is responsible for promoting representation and inclusion across Recorded Music's staff and workplace, and ensuring that staff have access to the information they need.
- 5.3** The Board is ultimately responsible for monitoring compliance with this policy, on the advice and recommendations of the Representation and Inclusion Committee.

6 REVIEW

- 6.1** The Board will formally review the policy each year, while recognising that more regular and ongoing review, consideration, consultation and change will be needed as we work to implement the policy.