

1 PURPOSE

1.1 This Code of Conduct outlines the expectations that Recorded Music NZ (Recorded Music) has of those that work for us and those we work with, both inside and outside the organisation. It also summarises what we should do if we encounter actions that fall short of these expectations.

2 SCOPE

2.1 This Code of Conduct applies to:

- a** all employees, contractors, consultants, associates or volunteers who are working for Recorded Music whether on a full-time, part-time, casual or temporary basis;
- b** Board members; and
- c** people acting on Board Committees.

2.2 The Code of Conduct also outlines our expectations of others in their dealings with us, for example shareholders including independent shareholders, right holders and artists we represent, those that supply services to us, and those that receive funding or other support from us.

2.3 The Code of Conduct applies whenever we are acting on behalf of Recorded Music, or doing something that is connected to or supported by Recorded Music, whether that be in the Recorded Music office, working from home, attending external meetings, workshops or events including work related social events and online events.

2.4 This Code of Conduct is to be read in conjunction with our employment agreements (or other agreements with Recorded Music), and all applicable Recorded Music policies, including Recorded Music's Policy Statement on Representation and Inclusion.

3 RESPECTING OTHERS

3.1 Recorded Music NZ is committed to providing a safe, respectful and inclusive work environment.

3.2 We expect representatives of Recorded Music and those we work with to conduct themselves with integrity and respect for others.

3.3 By way of example, we must:

- a** treat everyone fairly and with respect;
- b** behave in a professional and courteous manner at all times;
- c** not engage in, encourage or condone any form of discrimination, harassment or bullying;
- d** not engage in, encourage or condone any form of sexual harassment;
- e** actively consider and seek to promote better representation and inclusion in our work, in line with the Recorded Music Policy Statement on Representation and Inclusion;
- f** if we are in a position of power or influence, be mindful of that and take extra care not to take advantage of an imbalance of power; and
- g** be especially mindful of our language and behaviour in the presence of minors.

3.4 Recorded Music does not tolerate conduct which amounts to harassment, sexual harassment or bullying. We therefore must be familiar with and observe the principles defined in Recorded Music's Prevention and Response to Bullying and Harassment, and Prevention and Response to Sexual Harassment policies.

3.5 We encourage each other not to be bystanders and to ensure that we model appropriate behaviour.

4 ACTING LAWFULLY AND WITH INTEGRITY

4.1 We will operate within the law at all times. We will act with integrity and be honest, trustworthy and conscientious in all our dealings.

4.2 We will never use our position to influence or take advantage of any other person or situation, including for financial gain.

4.3 We will be impartial, fair, just and equitable in all our dealings.

4.4 We will be mindful of possible conflicts of interest and disclose and manage these in the appropriate way.

4.5 We will treat any information we have by virtue of our role with care and use it only for proper purposes. We will observe the rights of others to privacy and confidentiality.

5 ACTING SAFELY AND RESPONSIBLY

- 5.1** Recorded Music is committed to the safety and wellbeing of its people and all those it interacts with. Staff will take all reasonable care of their own health and safety and not endanger themselves or others. This includes behaving responsibly in relation to the consumption of alcohol when attending work-related events.
- 5.2** We will act in accordance with Recorded Music NZ's applicable policies, including its Health and Safety Policy.
- 5.3** Where Recorded Music is hosting an event or meeting, regardless of where it is held, we will endeavour to provide an inclusive, friendly and safe experience for everyone who attends. We will each take responsibility for our own behaviour at such events and meetings, to ensure it is responsible and contributes to a safe environment.

6 REPRESENTING RECORDED MUSIC NZ

- 6.1** Recorded Music is a national representative body that acts on behalf of a significant segment of the New Zealand music industry. Employees and Board members have a duty to act in the best interests of Recorded Music and represent the organisation according to a high level of integrity and professionalism.
- 6.2** We will ensure our private activities do not bring Recorded Music, or the record labels and recording artists it represents, into disrepute. We will use our best judgement to determine whether our language and behaviour meets Recorded Music's expectations (as set out in this Code of Conduct, and other applicable Recorded Music policies).
- 6.3** If employees or Board Members are approached for media comment on behalf of Recorded Music, they will first consult and take direction from the CEO. Recorded Music's social media accounts will be managed in line with this Code of Conduct, and only by authorised staff.
- 6.4** Employees and Board members will remain aware that comments made in a personal capacity, including on social media, have the potential to reflect on the reputation of Recorded Music and its activities.

7 WE WILL SPEAK UP

- 7.1** Recorded Music encourages anyone who has concerns about another's behaviour, to speak up about that behaviour. This includes incidents of bullying, sexual harassment, conflicts of interest, and breaches of health and safety.
- 7.2** We recognise there are different ways to speak up. If the behaviour is covered under a particular policy which has its own reporting procedure, we will use that procedure. If there is no set procedure, we can raise our concerns with the CEO or Head of Operations.

8 BREACHES OF THIS CODE OF CONDUCT

- 8.1** This Code of Conduct provides an overview of our commitment to acting with integrity and high standards in everything we do. It does not provide definitive answers to all questions. Even in the absence of a specific policy or law to guide us in a particular situation, we are expected to act with integrity.
- 8.2** Any possible breach of this Code of Conduct should be reported to the CEO or Head of Operations as per clause 7.2. Any alleged breach of this Code of Conduct will be considered on its own merits, including reviewing the reasons for the breach and taking into account the individual circumstances.
- 8.3** Behaviour or actions that are found to be in breach of this Code of Conduct, or are considered to be unacceptable by Recorded Music in light of this Code of Conduct, may result in action being taken against those responsible. In the case of employees, this may include disciplinary action which may include dismissal. In other circumstances other appropriate action may be taken, for example removal of people from Board Committees, withdrawal of Recorded Music funding, or exclusion from Recorded Music projects.