

The **European Music Council (EMC)** promotes a culture of care, diversity and inclusion. Our working environment, including all events and activities, strives to be a safe, kind and welcoming space where everyone can enjoy themselves, be themselves, and express themselves, free from any form of harassment. Therefore, EMC members collaboratively developed this **EMC Anti-harassment Policy and Code of Conduct, aiming to prevent and stop harassment.**

The **EMC Code of Conduct** establishes principles and standards of behaviour that facilitate the creation of safe, inclusive and culturally responsive spaces and working environments. The Code of Conduct is followed by a **Definition of Harassment** and a **Complaints Procedure** that outline what constitutes harassment, how to raise a complaint and how complaints of this nature will be handled. All participants, EMC staff, EMC board members, staff from member organisations and any other person involved in the EMC working environment, EMC activities or EMC events (in-person and online) are expected to follow the Code of Conduct and to comply with this Anti-harassment Policy. Failure to do so could be subject to action by the anti-harassment team (see “Complaints Procedure” section). Thus, it is essential that you familiarise yourself with the EMC Anti-harassment Policy before taking part in any of our events and activities.

The EMC takes harassment accusations seriously and encourages anyone who has experienced or witnessed harassment in one of our events or activities to report it immediately.

EMC Code of Conduct

1. Respect and cooperate with any relevant health and safety protocols

Physical safety is as important as emotional safety. Make sure to follow any health and safety procedures that are in place.

2. Be kind

Treat everyone in the space with respect, kindness and care.

3. Actively avoid personal biases, assumptions, and stereotypes

Do not make assumptions about people’s identities, needs, abilities, capacities, culture, countries, likes, dislikes and so on. Meet others with curiosity and openness.

4. Practice cultural humility

Cultural humility refers to the ongoing process of self-exploration and self-critique combined with an openness to learn from others. Honour and respect people’s beliefs, customs, and values. Remember that while some actions are standard practice in certain cultures, in others, they may be uncommon or make others uncomfortable.

5. Be considerate and respectful of others' privacy and boundaries

Accept 'no' for an answer without the need for explanations. Respect boundaries and ask for people's consent before doing something that involves them.

6. Acknowledge your privilege

Recognise that some individuals are given more power in society, whilst others are marginalised. Consider how your own multiple identities might put you in a position of privilege - or not, and how this could impact your attitudes, behaviour and your experience of the world. Make space for others and use your power to uplift the voices and participation of marginalised individuals and groups.

7. Be accountable

Take responsibility for creating a safe and inclusive environment. Be open to receiving feedback and constructive criticism, accept any potential harm you cause to others – even if unintended – and make an effort to repair it. If you see someone saying things or acting in a way that does not align with this code of conduct, explain to the person why their behaviour is harmful or talk to the organisers. If you are aware of or witness any behaviour that violates EMC's anti-harassment policy, report it immediately.

8. Allow room for growth

While holding others accountable is important, remember that judging, blaming and shaming do not provide conditions for learning and growth. If someone says something problematic or makes a mistake, separate the person from the behaviour and engage in constructive conversation to empower them to do better.

9. Navigate disagreement constructively

Differences in opinion and disagreement are normal, and if navigated constructively, they can help build strong and resilient relationships. When expressing opposing views or disagreement, consider power dynamics and your privilege. Speak from your own experience, use 'I' statements, and seek ways to move forward.

10. Be mindful of the words you use and the way you communicate to others

10.1 Remember that people have different linguistic abilities

Although English is our working language, it is a second language for many in the EMC community. Moreover, people have varied linguistic abilities, including neurodiversity, different hearing abilities, and aural diversity more widely (tinnitus, hyperacusis and misophonia.) Be patient, speak clearly and slowly, and be ready to repeat yourself.

10.2 Check for understanding and seek clarification

Our identities and cultural background influence our use of language. Some words or phrases can have a different meaning depending on the context or may not directly translate into English. When in doubt, seek clarification to ensure understanding of what has been said.

10.3 Think of the words you choose and how you express them

Affirm people's identities through the words you use. Respect people's gender identity (including pronouns) and use inclusive language when addressing a group as a whole (use non-gendered words like "everyone", "friends", "talent", "people", "folks"). Promote a sense of safety by expressing your support for others' input and ideas, and be mindful of your tone, volume and non-verbal communication.

Definition of Harassment:

EMC events, activities and work environments are international spaces with room for misunderstandings and cultural differences regarding what constitutes unacceptable behaviour. Thus, it is of particular importance that all people involved in EMC activities and events act in conformity with the code of conduct in a culturally sensitive, tolerant and respectful way towards others.

For the purpose of this policy, harassment is defined as any deliberate verbal or non-verbal behaviour that has the purpose or effect of violating a person's dignity or physical integrity or creating an intimidating, hostile, unsafe, degrading, humiliating or offensive environment for them and others.

This includes, but is not limited to:

- Unfavourable or different treatment of others due to their identity, gender identity, sexual orientation, ability, ethnicity, age, appearance, or other characteristics.
- Bullying, insulting remarks, inappropriate humour, threats
- The use of language, nicknames and/or banter that implies exclusion or derogation based on a person's characteristics, including gender identity, sexual orientation, ability, ethnicity, age, appearance, or other characteristics.
- Any form of sexual harassment, such as unwanted attention, jokes or remarks of a sexual or gendered nature, any unwelcome contact of a sexual nature in any form, inappropriate physical or online contact, groping, sexual advances without consent, intrusive questions about a person's sex life, and discussing your own sex life, sending messages, emails etc. with sexual content and violation of personal boundaries.
- Abuse of power and the use of power dynamics for coercion

Complaints procedure

If the EMC receives a report of harassment, or if we suspect harassment is taking place, we will immediately investigate and address the allegations.

a. Informal complaints

People who experience or witness harassment will be given the option of resolving the matter informally in the first instance. This will involve having a member of the anti-harassment team approach the alleged harasser to make it clear that their behaviour is

unwelcomed or inappropriate and should cease immediately. If the offensive behaviour continues despite these actions, the person will be subject to disciplinary action, which can include removal from the space/event.

b. **Formal complaints**

People will be given the option to make a formal complaint through grievance procedures if they wish to do so or if informal action fails to resolve the situation. Formal complaints involve launching an internal investigation.

Internal investigations

Any meetings will be held as soon as possible after a formal complaint is received.

Investigations may include:

- Collecting as many details as possible
- Choosing an appropriate investigator
- Conducting interviews with witnesses, the alleged harasser and other related parties
- Gathering and documenting evidence

Following the investigation

Decisions and any action taken to resolve the complaint will be communicated to the person reporting and the alleged harasser as soon as possible.

Disciplinary measures

People whose actions or behaviours are proven to constitute harassment are subject to disciplinary measures, depending on the gravity of the case. These may include removal from the space (in-person and online) and/or exclusion from future EMC events and activities

Factors such as the type of harassment, its impact on the person harassed, the existence of a hierarchical relationship and the prior behaviour of the harasser shall be taken into account.

Any retaliation or threats against those who make harassment complaints or assist in the investigation shall likewise be subject to disciplinary measures.

Any person found to have deliberately made false or malicious harassment allegations shall likewise be subject to disciplinary measures.

Appeals

People have the right to appeal against decisions made as a result of the complaint. Appeals will be dealt with impartially and, wherever possible, by someone who has not previously dealt with the complaint.

Confidentiality

People who make complaints or who are part of an investigation will not suffer any form of victimisation as a result. Details of any complaint will be stored confidentially.

All reports of harassment will be taken seriously and handled sensitively. The EMC aims to support people who make reports, make reporting as straightforward as possible and address any report promptly.

If you experience harassment or witness another person being harassed, please report it to **(insert the name, position and contact details of multiple people who are empowered to deal with incidents of harassment)**. You can also report any instances of harassment anonymously via **(details of anonymous reporting mechanism)**

If you report anything to the police (e.g. sexual abuse), the EMC will provide support to its best knowledge and capacities until the matter is resolved.

The EMC Anti-Harassment-Policy will be revised and updated every year at the annual EMC members' meeting

Latest revised by the EMC board, 16 December 2024,
following the work session with members in September 2024