



## **Staff and Worker Code of Conduct**

### **As an employee for More Music (including core staff, volunteers or freelance workers) I will:**

- Understand and work to my job description and contract
- Arrive in good time to start my work
- Dress appropriately wearing More Music livery if I have it
- Show care and consideration to staff, participants, other workers and visitors
  
- Have regard for the safety of staff, visitors, participants and other workers
  
- Read and understand all More Music policies relevant to my work
  
- Prevent loss or damage to equipment I use
- Observe the rules of other venues I may work in and visit including policies and procedures
  
- Act as an advocate for More Music at all times

### **During meetings I will:**

- Be engaged and contribute where appropriate
- Prepare accordingly
- Switch off my mobile phone
- Not use electronic devices that are not necessary

### **As an employee I will not:**

- Harass or bully individuals in any way
- Commit a criminal offence while fulfilling my contract
- Behave in a way or use language that is discriminatory or

offensive

- Be under the influence of alcohol or drug use whilst working.

Smoking must be in a legally acceptable space and is away from participants, especially young people

**I will be well prepared and organised for my work and I will:**

- Adopt the appropriate attitude, behaviour and dress code
- Manage my time effectively starting and finishing as planned and

agreed

- Make sure I am aware of the support I may need to fulfil my role and request help when necessary
- Keep up to date with all relevant paperwork, such as timesheets, course planning documents, hand-outs, evaluation forms, invoices and budgets
- Understand and negotiate the aims, objectives and desired outcomes for the work I do and maintain communication for the duration of the project
- Understand the context of my work to ensure the success of the activity

**I will be safe and responsible and:**

- Ensure that my activity is safe
- Ensure risk assessments are carried out and manage risks

accordingly

- Understand More Music's policies, routines and procedures e.g.

child protection / equal opportunities / behaviour management

/ data protection

- Take reasonable steps to ensure the safety of everyone in my

care, especially children and vulnerable adults

- Provide references for my work
- Have a DBS disclosure when necessary

**I will have the appropriate skills and I will:**

- Ensure that my level of skills, knowledge and understanding are sufficient to undertake the work I am doing
- Demonstrate expertise, creativity and versatility
- Have appropriate resources to be able to adapt and react to

changing circumstances

**I will work well with people and:**

- Value all people I come into contact with and treat them with respect
- Be sensitive and responsive to both group and individual dynamics
- Aim to motivate and inspire
- Lead high quality and enjoyable music experiences
- Be friendly, approachable and professional in my manner

**I will evaluate and reflect on my work as well as:**

- Collect / process monitoring data for contractors and employers as required
- Collect / process feedback from contractors, employers and participants
- Reflect on my work and learn lessons for improved performance in the future

**I commit to professional development and to:**

- Improve and update my skills, knowledge and creativity through regular training, personal reflection and membership of professional bodies
- Maintain my professional portfolio and CV

**I understand that the following steps will be taken in the**

**event that this code is breached:**

- Written warning signed by a member of the Board of Trustees
- Termination of contract if unacceptable behaviour continues
- A serious violation of the code of conduct will result in the

immediate termination of the contract.

Please refer to your contract for further details of the disciplinary procedures.

**Appeal**

If you are dissatisfied with a decision, you may appeal to the Board. Appeals should be made in writing to the Chair within 7 days of the decision.

## **Complaints**

If someone working for More Music has treated you unacceptably you should complain:

- In the first instance verbally to the Artistic Director
- In writing to the board, if you are not satisfied with the way the matter is dealt with or the behaviour continues
- If you are still not satisfied, you may arrange to meet with two members of the Board to agree an appropriate response.

If your complaint is against the Artistic Director, you should complain in the first instance in writing to a member of the Board at the company address. Please mark your envelope confidential.

Please also be aware that we also have the following policies that may be relevant:

1. Anti-Bullying Policy
2. Safeguarding Children and Adults Policy
3. E-safety Policy
4. Complaints Procedure
5. Whistleblowing Policy

Board Members:

### **Contacts:**

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