



**Polaris Music Prize Inc.
Code of Conduct**

Manual: Policy and Procedures
Section: Human Resources

PROCUREMENT POLICY		
1.	Purpose	The following policy is designed to ensure Polaris Music Prize acts with integrity and credibility within the organizations and to the public we serve. This policy provides guidelines for behaviour that is acceptable and encouraged as well as actions or behaviours that are regarded as misconduct.
2.	Scope	This is a Polaris Music Prize wide policy.
3.	Values	<p>Polaris Music Prize will value diversity and respect and requires all employees, contractors, volunteers, Board Members, and Jury Members to uphold the following values:</p> <p>Value Diversity – by accepting and respecting differences and working to understand the diverse cultural complexities that influence identity, assumptions, behaviours, expectations, and beliefs.</p> <p>Respect – volunteers, staff and stakeholders by creating and sustaining an environment where we treat each other with respect and dignity.</p>
4.	Definitions	<p><u>Organization:</u> refers to Polaris Music Prize the not-for-profit organization.</p> <p><u>Personal harassment:</u> means any conduct whether verbal or physical that is discriminating in nature. This includes but is not limited to an individual’s real or perceived: race, ethnicity, ancestry, place of origin, political beliefs, religion, sex, gender, gender identity or expression, sexual orientation, ability, age, level of literacy, membership in a union or staff association, marital status, family status, or source of income.</p>

		<p><u>Sexual harassment:</u> is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on employment, career development, or participation as a volunteer.</p>
5.	<p>Policy Guidelines 5.1 General Behaviour 5.2 Media Conduct 5.3 Accountability 5.4 Personal of sexual harassment 5.5 Consequences for breaching this policy</p>	<p>5.1 General Behaviour:</p> <p>i. Polaris Music Prize Staff, Volunteers, Jury Members, and Board Members must: i. Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity (See the Anti-Discrimination Statement).</p> <p>ii. Promote the mission, vision, and values of the Organization in all dealings with the public on behalf of the Organization.</p> <p>iii. Strive to provide a positive and valued experience for all Members, Volunteers, Staff, and the general public by agreeing to:</p> <ul style="list-style-type: none"> ● behave in a manner consistent with the celebration of Polaris Music Prize and share a positive value of diversity and inclusion in the music industry. ● respect the right of all stakeholders and supporters to participate in the Polaris Music Prize event season. ● not present images or messages that may promote or may condone, violence, hatred, degradation or negative stereotypes of vulnerable groups. <p>iv. Abide by all Municipal, Provincial and Federal laws and legislation (including the Criminal Code of Canada) while executing their duties or acting on behalf of Polaris Music Prize.</p> <p>5.2 Media Conduct</p> <p>i. All requests for media releases, interviews, and other media engagement must be brought to the attention of the Executive Director and /or Board Chair</p> <p>ii. The Executive Director and Board Chair are the only individuals authorized to engage with the media. The Executive Director and Board Chair may grant explicit permission to other Staff, Jury, or Volunteers to interact with the media within their area of specialty. Any member that publicly speaks on behalf of the Organization without permission Polaris Music Prize is subject to sanctions up to and including removal from the Organization.</p> <p>5.3 Accountability</p> <p>Polaris Music Prize Staff, Volunteers, Board of Directors, and Jury Members must:</p> <p>i. Act with honesty and integrity and in accordance with any professional standards and / or governing laws and legislation that</p>

		<p>have application to the responsibilities you perform for or on behalf of the Organization (See the Conflict of Interest and Confidentiality policies for more information).</p> <p>ii. Comply with both the letter and the spirit of any orientation and/or training provided to you by the Organization in connection with those responsibilities.</p> <p>iii. Adhere to all of the policies and procedures of the Organization.</p> <p>iv. Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your role within the Organization.</p> <p>v. Must be aware of their authority, responsibilities and position and shall insure that they act with the best intentions of the organization when interacting with other members or the public.</p> <p>5.4 Personal or sexual harassment</p> <p>i. Polaris Music Prize has a zero tolerance policy with respect to Personal/Sexual Harassment. Personal/Sexual Harassment in any form is strictly prohibited and may be grounds for termination as a volunteer, or, in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.</p> <p>ii. No behaviors that are abusive in any manner to the Staff, Volunteers, or Jury Members will be allowed. This includes verbal abuse, physical abuse, and emotional abuse.</p> <p>5.5 Consequences for breaching this policy: An employee or volunteer who is in breach of this policy can be subject to an investigation, at the discretion of the Board or Executive Director. Consequences of breaching this policy may result in one or more of the following actions:</p> <ul style="list-style-type: none"> i. a verbal or written warning; and/ or ii. dismissal; and / or iii. litigation and / or iv. Or other action as deemed appropriate by the Organization
6.	References	<ul style="list-style-type: none"> i. Confidentiality Policy ii. Conflict of Interest Policy
7.	Approval and Responsibility	<p>This policy shall be reviewed by all staff prior to the end of each annual Strategic Planning Session to assess the effectiveness of the policy in achieving the purpose set out in Section 1 as well as in complying with</p>

	y	municipal, provincial and federal laws and regulations, as may be amended from time to time.
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