

CODE OF CONDUCT

1. PURPOSE

- 1.1 PPCA strives to lead by example and is committed to ensuring that a safe, inclusive and respectful environment is provided for everyone that works for PPCA or is involved with PPCA in various capacities.
- 1.2 This Code of Conduct outlines the standard of professional conduct and expectations that PPCA has of those that work for us and those we work with, both inside and outside the organisation. This Code of Conduct sets the overarching principles that should be followed. PPCA expects that all of the people to which this Code of Conduct applies will exercise sound judgement and will uphold the values and expectations set out in this Code of Conduct. This Code of Conduct 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, work experience placements, interns or volunteers who are working for PPCA whether on a full-time, part-time, casual or temporary basis;
 - b. PPCA Board members and PPCA Board Observers; and
 - c. members of PPCA Committees, advisory groups or panels.
- 2.2 The Code of Conduct also outlines our expectations of others in their dealings with us, for example rights holders and recording 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 PPCA or doing something that is connected to or supported by PPCA, whether that be in the PPCA 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 PPCA), and all applicable PPCA policies.
- 2.5 This Code of Conduct is not intended to replace or derogate from our obligations under the [Collecting Societies Code of Conduct](#), to which PPCA subscribes. This Code of Conduct should be followed in conjunction with the [Collecting Societies Code of Conduct](#).

3. RESPECTING OTHERS

- 3.1 PPCA is committed to providing a safe, respectful and inclusive work environment.
- 3.2 We expect representatives of PPCA 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 and act with integrity in all dealings;
- b. behave in a professional and courteous manner at all times;
- c. not engage in, encourage or condone any form of discrimination, vilification, harassment or bullying;
- d. not engage in, encourage or condone any acts of violence or aggression or threats of violence or aggression;
- e. not engage in, encourage or condone any form of sexual harassment;
- f. actively consider and seek to promote better representation and inclusion in our work;
- g. 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
- h. be especially mindful of our language and behaviour in the presence of minors.

3.4 PPCA does not tolerate conduct which amounts to harassment, vilification, sexual harassment or bullying.

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 PPCA 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 Where PPCA 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 PPCA

- 6.1 PPCA is a national, non government, non-profit organisation that represents the interests of recording rights holders and Australian recording artists. PPCA staff and PPCA Board members and other PPCA representatives have a duty to act in the best interests of PPCA and represent PPCA according to a high level of integrity and professionalism.
- 6.2 We will ensure our private activities do not bring PPCA, or the recording rights holders and recording artists it represents, into disrepute. We will use our best judgement to determine whether our language and behaviour meets PPCA's expectations (as set out in this Code of Conduct, other applicable PPCA policies and the [Collecting Societies Code of Conduct](#)).

- 6.3 If PPCA staff or PPCA Board Members are approached for media comment on behalf of PPCA, they will first consult and take direction from the PPCA CEO. PPCA's social media accounts will be managed in line with this Code of Conduct, and only by authorised PPCA staff and in accordance with PPCA's internal social media policies.
- 6.4 PPCA staff and PPCA 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 PPCA and its activities.

7. WE WILL SPEAK UP

- 7.1 PPCA encourages anyone who has concerns about another's behaviour, to speak up about that behaviour. This includes incidents of bullying, sexual harassment, discrimination, conflicts of interest, and breaches of health and safety. PPCA does not allow any form of retaliation against anyone for speaking up, reporting concerns of misconduct or for participating in an investigation that follows. Anyone who speaks up in good faith or reports any misconduct will be treated fairly and respectfully.
- 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 PPCA CEO, PPCA COO or PPCA Corporate Counsel or by sending an email to: complaints.mail@ppca.com.au.
- 7.3 PPCA also encourages anyone seeking independent and external support and information about harassment or sexual harm to refer to the support services listed at: <https://supportact.org.au/resources/sexual-health-and-safety/>

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 PPCA CEO, PPCA COO or PPCA Corporate Counsel 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 PPCA in light of this Code of Conduct, may result in action being taken against those responsible. In the case of PPCA staff, 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, rescinding an award that has been bestowed by PPCA, withdrawal of PPCA funding, or removal or exclusion from PPCA events, initiatives or projects.

9. FURTHER INFORMATION

This Code of Conduct is subject to change, and may be amended, supplemented, or superseded without notice, and the most current version will be available on the PPCA website.

Additional conditions will be provided at the ticketing stage for attendees at PPCA events. This Code of Conduct should be read in conjunction with the [Collecting Societies Code of Conduct](#) as applicable.