

ARTEMIS Code of Conduct for AEC events - *working title*

One of the three pillars of AEC's mission is **promoting participation, inclusiveness and diversity**. AEC strongly believes and is committed to promote the diversity of approaches to HME by encouraging its member institutions to ensure equal opportunities to all individuals, regardless of their sex, colour, ethnic or social origin, religion or belief, political or any other opinion, disability, age or sexual orientation. Also, by shaping and implementing fair, inclusive, diverse and gender equal frameworks in HME institutions and by empowering them to deal with power relations issues.¹

Part 1: Introduction

In the frame of the [AEC - Empowering Artists as Makers in Society](#) project (ARTEMIS, 2022-2025), co-funded by the Creative Europe programme of the European Commission, AEC created the [Gender Equality and Non-discrimination Mainstreaming Task Force \(TF3\)](#), responsible for promoting gender equality and non-discrimination within the AEC network and the project itself. Besides liaising with PRiHME, one of the group's tasks is the development of a '**Code of Conduct**' for both in-presence and online participants, as well as for the people actively involved in the organisation of AEC events.

The Code of Conduct is still a work in progress document that will be regularly complemented by collecting insights and proposed premises by AEC member institutions wishing to contribute. Participants attending AEC events will be encouraged to comment on the Code of Conduct, share their feedback and point out any behaviour described as not compliant with the document in a *safe space* session shaped as a discussion group format, facilitated by one or more members of the TF3.

Participants, speakers and moderators participating at AEC events remotely are invited to send their contributions, comments and/or concerns via email to Alfonso Guerra, TF3 Coordinator at alfonsoquerra@aec-music.eu. Lastly, gender equality and non-discrimination practices will also have a room for open discussion in the above-mentioned *safe space* at AEC events in presence.

Part 2: Standard of conduct

AEC events seek to offer a safe, welcoming, accessible and inclusive space for learning and sharing, guided by the values of diversity, inclusion, gender equality, non-discrimination fostered by the association. These values can only thrive in an environment that is free from harassment, sexual harassment and discriminatory behavior. The Standard of conduct for AEC events and platforms is set forth below and can be further defined in the *safe spaces* facilitated by members of the TF3.

In-presence and online participants, as well as people actively involved in the organisation of AEC events, requested to cease behaviour in violation of this Code of Conduct are expected to comply immediately. Engaging in unaccepted behaviour is subject to enforcement action, which may include being removed from the event and/or its online spaces.

1. Encouraged behaviour

- a) Be polite and courteous, respecting other colleagues, students, speakers / moderators and organisers, including the local staff at the hosting institution and the AEC office members;
- b) Be respectful, inclusive and accepting of others. Actively seek to challenge your personal biases, assumptions and preconceived stereotypes;
- c) Be conscious of how your words and actions might harm others (even unintentionally). Be open to feedback on how to be more inclusive;
- d) Be aware of privilege and power dynamics. Consider stepping back to leave more space for others to ask questions, talk and comment. If you share other's work or ideas, give credit where it is due;
- e) Be considerate of privacy and personal boundaries. Give others a chance to "opt-in" to personal interactions, and respect limits when they are set;

¹ [AEC Revised Strategic Plan \(2016-2023\)](#)

- f) Be constructive in offering and accepting criticism. Consider “calling in” rather than “calling out,” and direct critiques toward ideas rather than people;
- g) Be honest and provide your true professional identity and affiliation at registration, and throughout the different sessions and networking activities, both in presence and online;
- h) Be accountable: when organisers, participants or people actively involved in the event fail to meet these guidelines, work together to identify problems and adjust policies and practices;
- i) Be respectful towards the health and safety protocols in place by the hosting institution, and understand why they are required.

2. Unaccepted behaviour

- a) Discrimination, including unfavourable or different treatment to others because of any aspect of their identity, appearance or professional affiliation;
- b) Harassment and harassing behaviour, including bullying, insulting remarks, misplaced jokes, threats and unwanted attention²;
- c) Sexual harassment, including use of sexual images, jokes of a sexual or gendered nature, or any unwelcome contact of a sexual nature in any medium;
- d) Unwelcome sexual attention, including sexualized comments or jokes, inappropriate physical contact, groping, or sexual advances (you should have someone’s consent before touching);
- e) Displaying sexually explicit or violent material including in presented materials (e.g. slides, presentations, talks) or in informal settings or on personal devices (e.g. on your phone);
- f) Language that implies exclusion or derogation of a person on the basis of the person’s immutable characteristic³;
- g) Abuse of (position of) power is not tolerated.

3. What can we do?

It is important for us all to feel safe in discussing behaviour that breaches the above standards at a professional and informal level. To encourage this openness to learning how we might improve our behaviour, AEC encourages to:

- i) Letting someone know if you have directly experienced or observed behaviour on their part which falls short of the encouraged behaviour outlined above;
- ii) Listening to feedback in a positive way if someone approaches you with concerns about your behaviour.

If you are subject to or witness of unacceptable behaviour, or have any other concerns, please notify the AEC Office at info@aec-music.eu or alfonsoquerra@aec-music.eu, or come to the registration desk. The organisers will work with the person engaging in the unacceptable behaviour to either correct the situation or end their participation in the conference.

Anyone not meeting expected, collaborative, respectful behaviour can be immediately removed from the current online or in-presence event, and may be banned from future AEC meetings. Further sanctions, depending on the specifics of the unwelcomed disruptive behaviour may apply.

If you feel you have been falsely or unfairly accused of violating this Code of Conduct, you should notify conference organisers with a concise description.

² Examples of harassment include, but are not limited to, verbal comments related to gender, geographical origin, sexual orientation, disability, physical appearance, body size, race, religious and political beliefs.

³ For example, asking a participant where they are “really from”; assuming a person’s spouse or partner is of the opposite gender; deliberately using the wrong pronoun to refer to an individual.