

## **GUIDING PRINCIPLES FOR OUR CONDUCT**

Adopted 3 July 2018

This document offers guiding principles for the personal conduct of members of our community, including participants, auditors, faculty, and staff.

### **Principles**

We seek to create and maintain a strong sense of community, helping one another learn and grow. Our community is founded on values of respect for one another and for the music we study and play.

Members of our community treat all with fairness, civility, and understanding. We prepare for our roles in the Conference and use our best efforts in fulfilling them. We listen with full attention and embrace feedback. We accept that we all have things to learn.

We protect the well-being of the Conference and contribute to a positive and safe environment that values both people and property. We avoid negative behaviors such as violence, substance abuse, discrimination, harassment, ridicule, and bullying. Those in possession of Conference assets, including confidential information and financial resources, protect them faithfully.

No document can anticipate every future scenario. The negative behaviors described above are examples of problematic behavior that could damage the Conference.

Most problems arise from misunderstandings that can readily be solved. In the rare case of a severe breach of our community values, consequences may affect an individual's status with the Conference.

Behavior outside the Conference is immaterial except to the extent that it may bear on the individual's effectiveness at the Conference or significantly impact the Conference's reputation.

### **Process for Addressing Concerns**

To address concerns related to conduct, we take the following steps:

- A concerned person (for example, a participant, auditor, faculty member, or staff member) raises the matter with the Executive Director.
- Based on the concern, the Executive Director assesses the need for involvement of the Executive Committee of the Board.
- For situations judged to be readily addressed, the Executive Director addresses the situation.
- For more serious situations, including any situation that may lead to impact on an individual's status with the Conference, the Executive Director involves the Executive Committee. Any resolution that impacts an individual's status with the Conference must be approved by the Executive Committee.
- If the concerned person prefers, if the matter is urgent and the Executive Director is not available, or if the Executive Director cannot play a neutral role, for reasons such as having direct involvement in the matter or a close relationship with someone involved, the issue may be brought instead to a member of the Executive Committee.
- In the course of addressing a concern, the Executive Director and/or the Executive Committee consult other parties as appropriate.