

Breakneck Records Songwriters Studio

Code of Conduct

Policy Number: COC-001

Version: 1.0

Policy Owner: Breakneck Records

Applies To: Directors, employees, facilitators, guest artists, volunteers, contractors, technical crew, participants, parents/guardians and visitors

Effective Date: 1 July 2026

Review Date: 1 July 2027

1. Purpose

Breakneck Records is committed to fostering a safe, respectful, inclusive and creative environment where all participants can learn, collaborate and perform with confidence.

This Code of Conduct establishes the standards of behaviour expected of everyone involved in Songwriters Studio. It supports a positive culture built on integrity, professionalism, respect, creativity, safety and inclusion.

All persons involved with Songwriters Studio share responsibility for creating an environment that promotes wellbeing, protects children and young people, values diversity and enables every participant to reach their potential.

2. Scope

This Code applies to all persons involved with Songwriters Studio including:

- Directors
- Employees
- Workshop Facilitators
- Guest Artists
- Volunteers
- Contractors
- Technical Crew
- Participants

- Parents and Guardians attending activities
- Audience members where relevant
- Visitors

This Code applies during:

- Workshops
 - Rehearsals
 - Performances
 - Meetings
 - Social events associated with Songwriters Studio
 - Travel organised by Breakneck Records
 - Online activities
 - Email, messaging and social media communications relating to the program.
-

3. Our Values

Songwriters Studio is founded on the following values:

Respect

We treat everyone with dignity, courtesy and fairness.

Creativity

We encourage original thinking, experimentation and artistic expression.

Inclusion

Everyone is welcome regardless of age, gender, sexuality, disability, race, religion, culture or background.

Integrity

We act honestly, ethically and professionally.

Safety

We prioritise the physical and psychological wellbeing of everyone involved.

Community

We support one another and celebrate collaboration over competition.

4. Expected Standards of Behaviour

Everyone participating in Songwriters Studio is expected to:

- Treat others with respect at all times.
 - Behave honestly and professionally.
 - Follow all reasonable directions from staff and facilitators.
 - Support a safe learning environment.
 - Respect differing opinions and creative expression.
 - Be punctual and prepared.
 - Look after venues and equipment.
 - Respect confidential information.
 - Act responsibly both in person and online.
 - Promote inclusion and diversity.
 - Report hazards, incidents or concerns promptly.
 - Comply with all Breakneck Records policies.
-

5. Respectful Behaviour

Everyone will:

- Listen respectfully when others are speaking.
- Encourage and support fellow participants.
- Accept constructive feedback.
- Use appropriate language.
- Celebrate diversity.
- Resolve disagreements respectfully.
- Respect personal boundaries.
- Seek consent before taking photographs where appropriate.

Everyone has the right to participate without fear of ridicule, intimidation or discrimination.

6. Unacceptable Behaviour

The following behaviour is unacceptable:

- Bullying
- Harassment

- Intimidation
 - Violence or threats
 - Discrimination
 - Sexual harassment
 - Racism
 - Homophobia
 - Transphobia
 - Vilification
 - Deliberate exclusion
 - Property damage
 - Theft
 - Dishonesty
 - Offensive language directed at others
 - Possession or use of illegal drugs
 - Excessive alcohol consumption during program activities
 - Smoking or vaping where prohibited
 - Bringing weapons onto event sites
 - Deliberately disrupting workshops
 - Damaging equipment
 - Behaviour that places others at risk
-

7. Child Safety

All adults must comply with the Breakneck Records Child Safety and Wellbeing Policy.

Adults must:

- maintain appropriate professional boundaries;
- never engage in grooming behaviour;
- never communicate inappropriately with children;
- report concerns immediately;
- protect children from harm;
- comply with Working With Children Check requirements where applicable.

The safety of children is everyone's responsibility.

8. Work Health and Safety

Everyone must:

- follow WHS procedures;
- report hazards;
- use equipment safely;
- wear appropriate footwear when handling equipment;
- avoid unsafe manual handling;
- participate in emergency procedures;
- immediately report injuries or near misses.

No person should knowingly undertake unsafe work.

9. Alcohol, Drugs and Smoking

Personnel supervising participants must not:

- consume alcohol during program delivery;
- be affected by alcohol or drugs;
- possess illegal drugs;
- encourage inappropriate substance use.

Smoking and vaping are prohibited inside venues and only permitted in designated areas where lawful.

10. Equipment and Property

Everyone is responsible for:

- caring for musical instruments;
- using equipment correctly;
- reporting damaged equipment;
- returning borrowed equipment;
- maintaining tidy workspaces;
- preventing trip hazards.

Intentional damage may result in disciplinary action.

11. Photography and Media

Photographs and recordings must comply with the Photography and Media Consent Procedure.

Personnel must not:

- photograph children without approval;
- publish participant images without consent;
- use personal devices where prohibited.

Participants are encouraged to respect the privacy of others when sharing content online.

12. Social Media and Online Behaviour

Online behaviour must reflect the same standards expected during face-to-face activities.

Everyone must:

- communicate respectfully;
- avoid bullying or harassment;
- protect privacy;
- avoid sharing confidential information;
- represent Breakneck Records professionally.

Adults must not privately message participants under 18 years of age through personal social media accounts.

13. Conflicts of Interest

Personnel must disclose any actual, potential or perceived conflicts of interest that could influence decision-making or participant wellbeing.

Examples include:

- family relationships;
- financial interests;
- personal relationships that could compromise professional judgement.

14. Confidentiality

Personnel may become aware of personal or sensitive information.

This information must:

- remain confidential;
 - only be shared where authorised or legally required;
 - be stored securely.
-

15. Complaints

Everyone is encouraged to raise concerns respectfully.

Complaints may relate to:

- behaviour;
- discrimination;
- safety;
- bullying;
- child safety;
- breaches of policy.

Complaints will be handled fairly, confidentially and without victimisation.

16. Consequences of Breaches

Breaches of this Code may result in:

- informal counselling;
- formal warning;
- removal from activities;
- termination of volunteer or contractor engagement;
- exclusion from Songwriters Studio;
- notification to parents or guardians;
- referral to Police or relevant authorities where appropriate.

The response will be proportionate to the seriousness of the breach.

17. Reporting Concerns

Concerns should be reported as soon as practicable to:

- Event Coordinator
- Breakneck Records Director
- Child Safety Officer (if appointed)

Emergency situations should be reported immediately to emergency services by calling **000**.

No person will be disadvantaged for making a genuine report in good faith.

18. Related Policies

This Code should be read in conjunction with:

- Work Health and Safety Policy
 - Safe Work Procedures
 - Child Safety and Wellbeing Policy
 - Child Safe Code of Conduct
 - Volunteer Policy
 - Privacy Policy
 - Risk Management Policy
 - Emergency Management Plan
 - Incident Reporting Procedure
 - Photography and Media Consent Procedure
 - Participant Behaviour Agreement
-

19. Review

This Code of Conduct will be reviewed:

- annually;
- following legislative changes;
- after significant incidents;
- following organisational changes; or

- whenever improvements are identified.
-

Acknowledgement

I acknowledge that I have read and understood the Breakneck Records Songwriters Studio Code of Conduct.

I agree to uphold these standards of behaviour and understand that failure to comply may result in disciplinary action or removal from the program.

Name: _____Michael Pollitt_____

Role (please tick):

☒ Director

☐ Employee

☐ Facilitator

☐ Guest Artist

☐ Volunteer

☐ Contractor

☐ Technical Crew

☐ Participant

☐ Parent/Guardian

☐ Visitor

Signature: _____

Date: __ 1 July 2026 _____