

Code of ethics for the Norwegian Jazz Forum, Nasjonal Jazzscene and the regional jazz centres

The Norwegian Jazz Forum, Nasjonal Jazzscene and the regional jazz centres should be inclusive organisations that reflect the diversity of society, both among artists, audiences, employees, the board of directors and volunteers. We recognise the value of different people's perspectives, networks and artistic expressions. We will work to increase diversity among applicants and broader recruitment in connection with hiring, directorships, voluntary positions and other roles. We must be aware of biases and barriers to equality. As an employer, we have a duty to adapt the workplace to accommodate all employees.

1. Who the guidelines apply to

The guidelines apply to board members and full-time and part-time employees of the Norwegian Jazz Forum, Nasjonal Jazzscene and the regional jazz centres (hereinafter referred to as 'the organisation'). The guidelines also apply to organisations/companies or individuals who have a contractual relationship with the organisation that means third parties may see them as representatives of the organisation.

2. Purpose of the guidelines

The guidelines are intended to clarify the organisation's expectations of personal conduct and enable everyone to perform their duties in a way that supports the organisation's vision, goals and profile. The guidelines reflect the organisation's fundamental view of responsible, ethical conduct. They are not exhaustive and do not cover every possible ethical issue or dilemma. If you are unsure whether an action or decision is ethically sound, you should seek guidance from your immediate superior.

3. Responsibility and duties

Everyone covered by the guidelines is expected to familiarise themselves with them and apply the guidelines as a basis for their work both within the organisation and in external arenas. The organisation has zero tolerance of discrimination and harassment, regardless of gender, ethnic background, beliefs, sexual orientation and disability.

Everyone covered by the guidelines is obliged to:

- 3.1 Comply with laws and regulations relevant to the organisation's activities.
- 3.2 Use the organisation's resources in the most economical and rational manner.
- 3.3 Refrain from actions that may undermine trust in the organisation or the organisation's activities.
- 3.4 Refrain from abuse of power, physical violence, bullying, harassment, exclusion and sexual harassment.

By *harassment* and *sexual harassment* is meant actions, omissions, unwanted attention or statements intended or perceived as offensive, frightening, hostile, degrading, humiliating or troublesome.

Everyone covered by the guidelines has:

- 3.5 a responsibility to act professionally, treat everyone they come into contact with through their work with courtesy and respect, and refrain from any form of offensive communication, action or treatment.
- 3.6 a responsibility to perform their duties in an ethically sound manner and act in a manner that does not harm the organisation's reputation.
- 3.7 a responsibility to avoid situations that may give rise to conflicts between their own interests and the interests of the organisation.

- 3.8 a responsibility to maintain confidentiality, treat sensitive information with due care and ensure that non-confidential information disclosed in connection with the organisation's activities is correct. Information about collaborators should be treated as confidential when it is likely that disclosure may harm the collaborator.

4. Reporting breaches of ethical guidelines

If breach of the ethical guidelines is suspected or discovered, this must be reported to the general manager or your immediate superior. Employees or contract workers who become aware of circumstances that may harm or entail a loss for the organisation or employees/contract workers have a duty to report this to the management/board so that measures can be taken with a view to avoiding or limiting the damage or loss.

There are no formal requirements relating to whistleblowing. It can be done verbally, in writing, via email, text message or web-based solutions. To ensure an orderly process, verbal reports should be recorded in writing. Reports may also be made anonymously, but please note that, in such case, it will not be as easy to obtain more information about the matter, and we cannot guarantee that it will be resolved. However, we will always follow up with preventive measures.

Reports will be treated confidentially. Reports shall always be followed up by the recipient, and in a way that safeguards both the person reporting and the person(s) the report concerns. The organisation's management reserves the right to investigate reported matters on an independent basis in the way it deems appropriate. Criminal offences will, in consultation with whistleblowers, be reported to the police.

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Norwegian Jazz Forum

Vestnorsk jazzsenter

Østnorsk jazzsenter

Nordnorsk jazzsenter

Midtnorsk jazzsenter

Sørnorsk jazzsenter

Nasjonal Jazzscene