



## **Ukulele Tuesday Code of Conduct**

This code of conduct has been created to foster best practice within the Ukulele Tuesday community and to promote an environment where everyone can feel comfortable. This is to ensure that all members of Ukulele Tuesday, and participants of UT events and all of the associated ancillaries are treated fairly, honestly and appropriately.

### **1. Introduction**

The members of Ukulele Tuesday, or any of its affiliates or subsidiaries (“UT”, “we,” “our,” “us,” “the organization,” or “Ukulele Tuesday”), and others performing work for Ukulele Tuesday or on its behalf, collectively referred to in this Code as “Ukulele Tuesday members”, are expected to act lawfully, honestly, ethically, and in the best interests of the organization while performing duties on behalf of Ukulele Tuesday, both online and in person. This Code provides some guidelines for business conduct required of Ukulele Tuesday members. This Code applies to all Ukulele Tuesday members, including members of the Executive Committee (in connection with their work for Ukulele Tuesday), gig group members, and attendees of Ukulele Tuesday live sessions, as well as subsidiaries such as Dame Lane. This Code is subject to change and may be amended, supplemented, or superseded by one or more separate policies.

### **2. Conflicts of Interest**

Ukulele Tuesday members are expected to use their judgment to act, at all times and in all ways, in the best interests of Ukulele Tuesday while performing their membership duties. As such, Ukulele Tuesday members should attempt to avoid actual or apparent conflicts of interest. A conflict of interest exists when your personal interests interfere with the best interests of Ukulele Tuesday. For example, a conflict of interest may occur when you or a family member receive a personal benefit as a result of your position with Ukulele Tuesday. Similarly, you may not use your position at Ukulele Tuesday to request personal benefits for yourself or your family members. The best rule for any situation that appears to present a conflict of interest is to “abstain and disclose”.

Ukulele Tuesday members may not exploit or take advantage of business opportunities that are discovered through the use of Ukulele Tuesday’s property, information, or position for personal gain unless the opportunity is disclosed fully in writing to the executive committee and the UT executive committee declines to pursue such an opportunity and gives permission for the member to pursue. All business opportunities should be disclosed.

In addition, Ukulele Tuesday’s Executive Committee may from time to time adopt separate policies with respect to committee members’ conflicts of interest in order to address the particular circumstances arising from their role as members of the executive committee. Any such code will supersede the conflicts of interest guidelines above to the extent applicable.

### **3. General Misconduct and Harassment**

At Ukulele Tuesday, we believe it's essential to provide all members with a respectful and safe environment. As a result, we don't tolerate harassment or any mistreatment of members in the sessions or group related situations, including unlawful harassment, on the basis of the following protected categories:

- race, color, ethnic or national origin;
- age;
- religion or religious creed (or belief, where applicable);
- sex, including pregnancy, childbirth, breastfeeding, reproductive health decisions, or related medical conditions;
- sexual orientation;
- gender, gender identity, gender expression, transgender status, or sexual stereotypes;
- nationality, immigration status, citizenship, or ancestry;
- marital status;
- physical or mental disability, medical condition, genetic information or characteristics (or those of a family member);
- political views or activity;
- status as a victim of domestic violence, sexual assault or stalking; or
- any other basis prohibited under EU, Irish, or local law

Misconduct can fall into 3 primary groups as below. They include, but are not limited to the following examples:

#### **Minor Misconduct**

- Spamming any of the communication channels for Ukulele Tuesday (incl. The Whatsapp group)
- Failing to complete an assigned and accepted task (Set up, take down, etc)
- Using Ukulele Tuesday members' or gig equipment without approval

#### **Major Misconduct**

- Falsely representing Ukulele Tuesday, any of its members, hosts, clients or venues.
- Late attendance to an assigned task (Event, jam, rehearsal, audition etc)
- Lewd or inappropriate behaviour towards any member of Ukulele Tuesday, its hosts, clients or venue staff
- Harassment, Discrimination, Racism, Sexism
- Performing at a gig whilst under the influence of alcohol or narcotics

#### **Gross Misconduct**

- Repeated or severe Harassment, Discrimination, Racism, Sexism
- Being unable to perform at a gig whilst under the influence of Alcohol or Narcotics
- Falsely representing yourself or others as members of Ukulele Tuesday for personal gain

Harassment under this code of conduct may include conduct that creates a disrespectful, intimidating, hostile, degrading, humiliating, or offensive environment for any member. Engaging in such conduct is a violation of this code.

If Ukulele Tuesday determines that a member's conduct has violated this code, we will take steps to ensure the conduct is effectively addressed, and any member found to have engaged in harassing conduct may be subject to discipline, up to and including permanent exclusion from Ukulele Tuesday sessions, gig group, Dame Lane or any other activity by any of the Ukulele Tuesday affiliated groups.

Because the intent of this code is to deter conduct that is unwanted, unreasonable, and demeaning, Ukulele Tuesday may consider a member's conduct to be in violation of this code even if it falls short of unlawful harassment under applicable law. When determining whether conduct violates this code, we consider whether a reasonable person could conclude that the conduct created an intimidating, hostile, degrading, or demeaning environment.

Additionally, we don't tolerate harassment of members by non-members (e.g. guests, vendors, clients, and partners), nor do we tolerate harassment of non-members by members.

### Examples of Harassment

Harassment can range from extreme forms such as violence, threats, or physical touching to less obvious actions like ridiculing, teasing, or repeatedly bothering people, or refusing to talk to them.

For example, harassment may include the following types of conduct (both in person or written; online or offline):

- derogatory or insensitive jokes, pranks, or comments;
- slurs or epithets;
- unwelcome sexual advances or invitations;
- non-verbal behavior such as staring, leering, or gestures;
- ridiculing or demeaning comments;
- innuendos or veiled threats;
- intentionally excluding someone from normal UT group conversations and making them feel unwelcome;
- displaying or sharing (1) offensive images such as posters, videos, photos, cartoons, screensavers, emails, or drawings that are derogatory or sexual, or (2) symbols of hate directed at race, religion or other protected categories;
- offensive comments about appearance, or other personal or physical characteristics, such as sexually charged comments or comments on someone's physical disability;
- unnecessary or unwanted bodily contact such as groping or massaging, blocking normal movement, or physically interfering with the actions of another individual;
- threats or demands that a person submit to sexual requests as a condition of continued membership or to avoid some other loss, and offers of member-related benefits in return for sexual favors.

This list of examples is not exhaustive, and there may be other behaviors that constitute unacceptable harassment under the code.

"I was joking" or "I didn't mean it that way" are not defenses to allegations of harassment. Nor is being under the influence of alcohol or other substances.

Sexual harassment, which is harassment specifically based on sex, can take two forms:

- Hostile Group Environment: Conduct that has the purpose or effect of unreasonably interfering with an member's work performance or creating an intimidating, hostile, or offensive working environment; and
- Quid Pro Quo Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an member's membership, or when submission to or rejection of such conduct by an member is used as the basis for membership decisions affecting that member.

Sexual harassment can happen regardless of the individuals' gender, gender identity, or gender expression and can, for example, occur between same-sex individuals as well as between opposite-sex individuals, and does not require that the harassing conduct be motivated by sexual desire.

Ukulele Tuesday does not tolerate abusive conduct, bullying or other intimidating or aggressive behavior among members or others covered by this code, whether or not it is based on a protected category. If a member is found to be mistreating their fellow members, we will take appropriate action to stop the behavior both in the moment and in the future. Immediate action can include, but is not limited to verbal interference, informing the venue, removal of parties from the premises, and calling the authorities (An Garda Síochána/police). If you would like to report behavior that you believe is bullying, you may use the same reporting procedures outlined below. If you require immediate assistance, approach another member of the group or the venue. If you have been informed of abusive conduct, it is every member's duty to report this to the executive committee.

#### **4. Protection and use of Ukulele Tuesday Assets**

Ukulele Tuesday sometimes provides Ukulele Tuesday members with a wide range of valuable assets to help you perform your work on behalf of Ukulele Tuesday at the highest level. These assets include instruments and music equipment. Ukulele Tuesday members are expected to treat these assets with care and use them with the interests of the business in mind. This means that assets should be well maintained and not subject to unreasonable use. If something you are using is damaged, please report it to the equipment supervisor. In addition, you should use your judgment in using organization assets for personal matters. Ukulele Tuesday's assets are property of the organization and provided for session use. Any use of equipment for personal use must be approved by the equipment supervisor.

#### **5. Compliance with Laws**

Ukulele Tuesday members are expected to act within the bounds of applicable laws, rules, and regulations of the countries where we do business.

Ukulele Tuesday members must comply with all applicable data privacy laws and legal requirements. These include laws governing the collection, access, and use of data, such as the European Union's General Data Protection Regulation (GDPR).

## **6. Reporting Violations**

If you learn about or suspect a violation of this Code, any law, or suspect harassment, discrimination, or retaliation (see our Prohibiting Retaliation below) has occurred, you are encouraged (and executive committee members are required) to promptly provide a written complaint to [ukuleletuesdaydublin@gmail.com](mailto:ukuleletuesdaydublin@gmail.com) or any uninvolved member of the executive committee.

In cases in which an individual reports a suspected violation of code or law in good faith and is not engaged in the reported conduct, Ukulele Tuesday will attempt to keep its discussions and actions confidential to the greatest extent possible and in compliance with applicable laws and regulations governing privacy. Ukulele Tuesday will not retaliate against anyone making a good-faith report of a potential violation. Ukulele Tuesday will appropriately investigate any report of a violation. You must cooperate fully with any investigation, but should not investigate independently, as alleged violations may involve complex legal issues, and you may risk compromising the integrity of a formal investigation.

Conduct that violates the law or organization policies is grounds for prompt disciplinary or remedial action. Discipline for a violation of Ukulele Tuesday policies or applicable law may range from a warning up to and including summary termination of membership/your relationship with Ukulele Tuesday (in accordance with applicable law). Ukulele Tuesday's response to reports of possible violations of law may involve disclosure to and cooperation with the appropriate authorities.

When possible, a complaint should include details of the incident or incidents, names of individuals involved, and names of any witnesses.

We will keep all complaints confidential to the extent possible while still fulfilling our obligation to investigate and end any harassing conduct.

The layout of the principals are as follows:

- That a grievance is fairly processed in a confidential manner.
- That any allegations or complaints are put to the person concerned.
- That the person concerned has the opportunity to respond fully.
- That they can be represented/accompanied through the procedure.
- That they have a fair and impartial determination of the issues that takes into account representations made, relevant/appropriate evidence, factors and circumstances.

On a receipt of a complaint, the exec will be informed and will assemble a 3 person group of unaffected exec members to review, investigate and resolve the issue in a timely and fair manner.

If either side wishes to appeal the outcome, an impartial, unconnected individual will review the documented evidence and the recommendations will be considered when making a final decision. At all times, a mediated option will be available should both parties be agreeable to finding a mediated outcome.

It is expected that all complaints should be dealt with in the strictest confidence by all parties.

It is envisaged that each part of the process should take no more than 7-10 working days.

All persons to whom a complaint is made or who learn of a complaint as part of a organization investigation must do everything reasonably possible to keep the complaint confidential in order to preserve the integrity of the investigation while it is ongoing, to ensure fairness to all involved, and to protect the privacy of members who have brought complaints or are accused of misconduct.

Members must cooperate, be respectful, and provide truthful information in an investigation.

Nothing in this code is to be construed as a guarantee of absolute confidentiality or intended to curtail member rights under the law to discuss group related matters. Disclosure of information learned through the complaint process and the investigation will be limited to disclosures that are necessary for the organization to fulfill its legal obligations to investigate and take prompt action to end harassment.

## **7. Prohibiting Retaliation**

We recognize that members may find it difficult to raise complaints about harassment, so we have a code meant to encourage members to come forward with their concerns without fear of retaliation. It is against organization policy (and may be unlawful) for any member to retaliate against another for their participation in the complaint process.

Retaliation is when someone penalizes another person for any of the following:

- Reporting what they believe in good faith to be harassment and/or a violation of this code;
- Expressing an intent to report what they believe in good faith to be harassment and/or a violation of this code;
- Assisting another member in an effort to report harassment and/or a violation of this code; or
- Participating in any investigation under this code.

Retaliating against another member who made a complaint or otherwise participates in the investigation process is grounds for discipline, up to and including expulsion and exclusion from the group.