

Code of Conduct - Europe Jazz Network

The Europe Jazz Network (EJN) is one of the **oldest and largest cultural networks in Europe**, with over **200 member organisations spread in 38 different countries**. The core mission of the organisation is to **bring people together**, discuss, share experiences and learn from each other. EJN's key activities include **international conferences, seminars, meetings, exchange programmes and pilot schemes** where professionals from **different countries, cultures, ages, gender identities and backgrounds** meet and interact.

Values

EJN is committed to providing a **safe, relaxed and friendly** environment for all the individuals involved in the **activities** and in the **life of the network**. EJN **asks its members, and all the participants of its events**, to be **respectful of each other, aware of the cultural differences** that are present in such an international context and to be **supportive of and kind to each other** in order to maintain this atmosphere which is **at the core of the network's values**. If any individual **witnesses behaviour** they deem to **contravene the standards set out in this Code of Conduct**, even if they are not the direct victim of it, they are encouraged **to raise it via the process outlined in the protocol below**. A truly safe environment can be achieved only when **everybody is actively contributing to it**. The following Code of Conduct is based on the underlying philosophy that EJN **respects every individual's right to dignity, privacy, integrity and safety** as well as **their right to an equal and fair treatment** in their professional environment.

Scope

This policy applies to **all the individuals participating in activities** directly organised by EJN, or in collaboration with members and partners, **both in presence and online, including phone communication and digital exchanges**, and is enforced where **EJN's activities are implemented or discussed**, including **conferences, seminars, meetings, social events** and **EJN's communication channels**.

Unacceptable behaviours

Examples of **unacceptable behaviours** covered by this policy include:

- **Discriminatory behaviours or remarks**, based on age, gender, race, religion, sexual orientation, political beliefs, citizenship, marital status, family status, disability or any other possible ground;
- **Sexual harassment**, in any form, including, but not limited to, unwelcome sexual advances, requests for sexual favours, unwanted physical contact, assault, inquiries or comments about an individual's sex life;

- **Physical and verbal violence**, in all its forms;
- **Insulting, intimidating** or otherwise **offensive behaviours**, including, but not limited to, bullying and cyberbullying, inappropriate or unwelcome focus or comments on a person's physical characteristics or appearance, isolation and shunning, gossiping, spreading of rumours and name-calling;

Generally, every individual should abstain from **any action** that another person **perceives as inappropriate**, or that creates **uncomfortable personal feelings**.

Reporting protocol and disciplinary actions

EJN is committed to an efficient and safe process for reporting infractions, including:

- The **right of individuals to report incidents**, either that they **experienced directly or that they witnessed**, without fear of negative consequences or retribution, including protection from retaliatory actions;
- The **timely reporting of all incidents**, without a set statute of limitations. In the case of violence, individuals should call police and/or emergency services immediately;
- The **right of a victim to confront their harasser** (where comfortable) without the fear of retribution, and of the victim to **challenge the harasser on their behaviour** (where comfortable) at the time of the incident or at a later stage, with or without the presence of a mediator (the confidentiality contact);
- A **clear line of reporting incidents** to a **designated official** (the confidentiality contact), who is made known to all network members and to other participants in EJN events. The **confidentiality contact** can be an internal person from the network or an external professional, will guarantee discretion to the process, and act as a mediator between the parties, if required;
- An **Advisory Committee on Code of Conduct violations** is established in order to **assist the Board in taking decisions about disciplinary measures** related to possible Code of Conduct violations. The Advisory Committee is composed of **three people: one external confidentiality contact, one EJN honorary member and one active EJN member**, and is appointed each year by the General Assembly of members;
- If the victim allows it, the **confidentiality contact may report an incident to EJN Staff**, who will then involve the **Advisory Committee** and convene the **EJN Board of Directors** in the shortest time possible;
- **Possible disciplinary measures** will be discussed by the **Advisory Committee** and presented to the **EJN Board of Directors for a final decision**. Should the

cases involve a member of the Board, Advisory Committee, Staff, or if any other conflict of interest is present, **those individual(s) involved will not be part of this discussion or decision;**

- Depending on the gravity of the incidents, or on their repetitive nature, **disciplinary actions towards an individual may include:**
 - **Formal warnings by the EJM Board** (minimum level);
 - **Temporary exclusion from an event and prevention from using the event's communication channels** (medium level);
 - **Permanent expulsion from all EJM events and communication channels** (maximum level).
- If the individual is a **representative of a EJM member organisation**, and depending on the gravity of the incident, the EJM Board may also ask the member organisation to **change the EJM representative from this organisation**, or, if this is not possible, to **temporary exclude the organisation from the membership**, until the **General Assembly is asked to vote on its exclusion**, according to the EJM bylaws (*article 7.4- Termination of Membership*).

Updated - 24/09/2026