

## **CODE OF CONDUCT MUSICIANS FOR A BETTER LIFE E.V.**

All Musicians for a better Life e.V., volunteers, associates and guests are required to read this entire document carefully and sign.

### Introduction

Musicians for a better Life e. V. (MUFO) volunteers, associates and guests understand that MUFO Musicians for a better Life works with people all over the world, with different nationalities, ethnicities, genders, ages and religions. MUFO maintains zero tolerance for abuse, harassment and discrimination within its work and subscribes to equal and fair treatment for all individuals.

Musicians for a better Life is a non-profit association engaged in implementing musical projects with kids and teenagers in social hotspots in various countries. The common language of music unites people of different ethnical and social backgrounds.

Our Code of Conduct provides the following guidance on what we expect of all individuals working on our behalf

### **1. Respecting Local Culture and Values**

When traveling for MUFO, please inform yourself about social customs regarding dress and appearance, contact (e.g. between men and women) in the public space as well as social rules around such things as courtesy, home visits, gift-giving, etc., and respect them. Please refer to your direct supervisor/program manager for guidance.

- Be sensitive to cultural differences when talking about politics, religion, and sex.
- Be sensitive to differences in material wealth.
- Do not make any promises of future help or to give anyone money; if you want to do something to support the local community or specific individuals, please refer to your supervisor/program manager.

## 2. Personal Behaviour:

Even though music can and should be fun, please remember that you are not on holiday or on your own time, but working in an MUFO program. Therefore, please respect these rules:

- Alcohol only where culturally appropriate, and where so, only in moderation- no drunkenness
- No sexual activities with minors (under 18) or program participants
- No use of drugs under any circumstances
- Behave modestly (e.g. no loud or raucous behaviour).

## 3. Safeguarding Our Participants

DO's:

- Treat participants with respect regardless of age, race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, disability or other status.
- Acknowledge the work of local partners and participants, and represent your own contribution honestly and modestly.
- Be aware of particular risks or vulnerabilities of participants and be aware of your position as someone with power or authority.
- Plan and organize the work, workplace or visit to manage risks.

DONT'S:

- Do not develop physical or sexual relationships with participants. Do not behave physically in a manner that is inappropriate. Do not sleep in the same room or bed as the participants.
- Do not act in ways that may be abusive, exploitative, physically or emotionally harmful or act in ways which places a participant at risk of this.

- Do not condone, or participate in, behaviour of participants which is illegal, unsafe or abusive.
- Do not act in ways intended to shame, humiliate, belittle or degrade participants, or otherwise perpetrate any form of emotional abuse.
- Do not discriminate against, show unfounded differential treatment to, or favour particular participants.
- Do not allow a participant to be systematically neglected and do not fail to protect them from any harm that you are aware of.

#### **4. Photographs & Video**

- Do not take any photos, videos or audio recordings without permission.
- Do not make promises to the participant in return for photos/videos.
- Take images of participants that are dignified and respectful and that do not present them as victims, vulnerable or submissive.
- Protect the safety and privacy of participants and their families by not using identifiable images in the media or internet.

#### **5. Representation**

We are grateful for your participation in our work, however, please bear in mind that you are not authorized to speak on behalf of Mufo unless given express permission by Mufo's director. Please refer press and other inquiries regarding Mufo's work to program managers, regional representatives or Mufo's director. When referencing your affiliation with Mufo on social media and other public platforms, we ask you to convey a modest image (no references to sex, alcohol, drugs, etc.) and not make statements that endorse or denounce a particular culture, religion, or political orientation.

## 6. Anti-Corruption

It is MUFO's policy to conduct all of our work in an honest and accountable manner. We maintain zero-tolerance for bribery and corruption and are committed to acting professionally, fairly and with integrity.

## 7. Sanctions & Complaints

Any breach of this Code of Conduct can result in one or more of the following actions taken by the relevant program manager, regional representatives or the director:

- a warning
- an immediate termination of your stay at the project location
- the withholding of part or all of any agreed-upon payments for your services
- the decision by MUFO not to employ or include you in its project work in the future
- in the case of serious breaches, criminal prosecution.

Any extra costs involved (e.g. earlier return flights, lodgings, etc.) will be your own responsibility and not covered by Mufo.

I have read Mufo's Code of Conduct, agree with all policies and commit to abide by them.

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(Location, Date)

(Signature)