



# REMA – European Network for Early Music

## CODE OF CONDUCT



## Introduction

As the network gathering the Early Music sector at the European level, representing a large diversity of organisations and horizons, REMA has the legitimacy to address the challenges that will shape the identity of the sector in the future, and the responsibility to promote exemplary behavior in the sector.

This Code of Conduct, developed in cooperation with the members of the network and approved by them, is an expression of their agreement to maintain a high ethical and professional standard in all their dealings with other members or third parties and of their will to support the role of REMA as a model organisation with the power to represent the sector.

A breach of this Code of Conduct by a member, brought to the attention of REMA, can be considered reasonable cause to terminate the membership, upon decision of the Board of Directors.

## I. WHAT DOES BEING A REMA MEMBER MEAN?

In order to make the most of their membership, REMA members are asked to:

1. Commit to the process of networking by: sharing information, knowledge, skills, contacts to create the most suitable conditions for the development of the early music ecosystem, artistic creation and the diffusion of their work across national borders.
2. Contribute to the network's life by attending REMA conferences and events, participating in studies and reports, being involved in the various projects for which members are asked for insight, and being active in the REMA General Assemblies.
3. Help share information about REMA, its activities and values, and make them visible to others in the sector.



4. Show an interest in the evolution of their own institution thanks to the transfer of the skills and information that they learn through REMA.

## II. ORGANISATIONAL CONDUCT

### PROFESSIONAL INTEGRITY

As a REMA member, the organisation must:

1. Ensure adequate finances to support their own activities.
2. Conduct negotiations, engaging and employing of staff, contractors and artists in accordance with the applicable law.
3. Adopt the highest possible standards of health and safety so as not to endanger any person by their actions or inaction.
4. Adhere to high professional standards in their own Early Music activities, demonstrating respectful and appropriate conduct at all times.

### TAKE PART IN THE LIFE OF THE NETWORK

As a REMA member, the organisation must:

1. Pay its membership fee annually, and before the end of the fiscal year (*art. 8.3 – REMA statutes*)
2. Participate in REMA events (meetings, conferences, studies, panels...) as much as possible, and support the staff by providing the necessary details for a smooth organisation (avoid late registrations and last-minute cancellations, inform on itinerary changes or additional guests...)



3. Give an accurate representation of their delegate's position or identity during the conference registration or presentation process.
4. Respond to REMA correspondence, and send accurate and truthful information on the contents of their event.
5. Perform consistently their duties when elected on the Board of Directors, for the whole duration of their mandate.
6. Respect the confidentiality of the information shared within the network, and ask for the staff's authorization before sharing any REMA critical contents (REMA's activity reports, budgets, meeting minutes, etc.)

## **EMBRACE SUSTAINABILITY**

In their conduct, REMA members have to:

1. Strive to embed environmental, social, economic and cultural sustainability in all their activities.
2. Keep their carbon footprint as low as possible when participating in REMA events
3. Promote socially-inclusive employment practices.

## **III. PERSONAL CONDUCT**

### **CREATE A SAFE SPACE WITH EVERYONE**

1. REMA members are expected to show respect to their peers during events organized by the network. All criminal or inappropriate behaviour is prohibited.
2. Any word, act, behaviour, gesture, or writing that may undermine the personality, dignity, or physical or psychological integrity of a person,

thereby jeopardizing his or her personal balance, employment, or degrading the social climate is considered inappropriate conduct. This definition includes sexism, discrimination, racism, direct or indirect violence, awkward promiscuity, inappropriate gestures, sexual or sexist comments, psychological or physical pressure, attacks, threats, verbal aggression (swearing, insults), or physical violence, etc.

3. REMA members are expected to apply the same respect in their professional interactions and the same code of conduct when attending events that are in any way related to REMA. Therefore, this code of conduct extends to behaviour that occurs outside of festivals, award ceremonies, workshops or training events, or through social media groups, that are in any way connected to REMA.
4. As a network dedicated to promoting and acknowledging the efforts of all Early Music contributors, REMA emphasizes the importance of adhering to prevailing practices and regulations within the respective countries where contractual agreements are made. REMA members commit to formalizing artistic projects through contractual agreements, providing structure, and ensuring fair compensation for productions and artistic endeavours, in line with established rules and norms of the relevant country.
5. REMA members agree to keep REMA's focus on networking between peers and sharing best practices for the development of the sector as a whole. They understand that the network's meetings and events are not a marketplace that they can use to sell their projects. Therefore, any form of "commercial harassment" or abusive canvassing before, during or after events organized by REMA or in which REMA is a partner is prohibited. Members are asked to keep the sharing of commercial content to the dedicated moments organised by the network, or to use the Klassikal online platform.



6. Any member who misuses the REMA label, e.g. by claiming that REMA is a partner or co-organizer of an event without REMA's written approval, or by displaying REMA spokesperson status at a third party event without the organization's approval, may be sanctioned. REMA's image and reputation can only be used with the prior agreement of REMA. However, members remain free to claim that they belong to the REMA network when participating in events or with third parties.
7. Members' personal information such as email addresses or phone numbers may be shared by the staff upon prior approval of the member concerned. Sharing other members' personal information or intellectual property without consent is strictly prohibited, as well as using any data in an abusive way.
8. REMA members should act with judgement and discretion when sharing other members' information (human resources, projects, partnerships..) outside of the network.

## IV. INTERNAL REPORTING PROCEDURE

The REMA network has deployed two internal alert procedures that depend on the nature of the behaviours or malfunctions that are reported.

*IV-I Sexist behaviour, sexual aggression, harassment situations and any other inappropriate behaviour dealing with 1-III to 3-III of the code of conduct.*

### A. ETHICAL REPORTING

Any person who witnesses or is the victim of criminal or inappropriate behaviour as mentioned in points 1 to 6 of III of the code of conduct may,



outside the channels of ordinary law, to refer the matter to REMA to report the non-compliant behaviour and to ensure that the appropriate measures are implemented.

For the internal reporting procedure to be activated, the criminal or inappropriate behaviour reported must be directly or indirectly related to REMA.

By way of illustration, and without this list being exhaustive, the reported facts must have occurred:

- during any project supported by REMA or any event organized or co-organized by REMA (conference, meeting, partner event, etc.)
- or within the framework of relations between REMA bodies (office, board of directors, salaried team, exchanges between members within the network, etc.)
- or in the context of relations between REMA or between its members with external service providers or exceptional collaborators.

## **B. INTERNAL PROCEDURE**

Every three years, two alert referents are appointed by the Board of Directors to receive and direct reports. The referents should be elected from the Board of Directors but must not be part of the Executive Board. It is the Board of Directors' duty to ensure that the selected pair of alert referents comprises a male and a female and that they receive proper training in the collection and processing of ethical alerts. If no suitable candidates are available for the position, it will be the REMA staff members' responsibility to fill the position for the three-year term.

In the event of a report, the author can contact the alert referents by sending a report by email to [alerterema@rema-eemn.net](mailto:alerterema@rema-eemn.net).

However, the author is free to alert any other REMA network interlocutor of his choice, in particular a representative of a decision-making body.



In the context of a referral to the REMA alert referents:

1. The report will be acknowledged as fast as possible and within 7 working days.
2. The referents will analyse the elements provided and in particular the evidence that justifies the filing of the alert.
3. After an initial analysis of the elements transmitted:

a. If they consider that the facts are attested by sufficient elements and are related to a breach of the code of conduct, the referents refer the matter to the Board of Directors. The Board of Directors may consider that the facts are sufficiently established and reliable to deliberate directly and decide on the appropriate action.

It may, on the other hand, consider that the facts do not require the implementation of any measure.

The Board of Directors remains free at all times to appoint REMA's legal counsel or any other qualified body to advise it, to conduct an internal investigation of the reported facts, or to intervene in the proceedings.

b. If the referents consider that the case lacks evidence or information, they may take no further action, while informing the author of the reasons for its decision;

4. In any case, REMA's whistleblower referents may ask the author of the alert at any stage of the procedure to obtain additional information or evidence.

5. They are bound by a strict confidentiality framework with regard to the author of the alert, the persons involved and the subject of the alert. They may not communicate any information on the elements they have been seized with outside the decision-making bodies for deciding on the appropriate measures, or outside the third-party service providers acting





under cover of professional or lawyer's secrecy, or even outside the framework of an internal investigation by which only the elements strictly necessary for the conduct of the investigation may be revealed.

6. The author is informed of the consequences of his/her report and in particular of the measures, if any, implemented.

### **C. IMPLEMENTED MEASURES**

Following a report, the measures implemented are the sovereign decision of the Board of Directors, which decides by a qualified majority.

The measures taken in response to internal reports can be several and can be combined.

They are strictly proportionate to the seriousness of the facts.

They may take the form of:

- a simple reminder of the code of conduct
- a temporary suspension of membership
- a permanent exclusion of a member with prohibition on re-joining for a specified period of time
- an exclusion of the project or person from participation in REMA's activities.

These sanctions can be applied to a REMA member as a physical or legal person, or to any person or organization associated with REMA temporarily.



*IV-II Reporting non-compliance with contractual agreements, inappropriate use or re-appropriation of REMA for personal or commercial purposes dealing with 4-III to 6-III of the code of conduct.*

Any person who witnesses non-compliance with the production contract, or inappropriate use or re-appropriation of REMA for personal or commercial purposes as mentioned in points 4 to 8 of III of the code of conduct may gather proof of evidence and to refer the matter to the REMA staff.

After reviewing the report and contacting the organization involved to verify the allegations, the REMA staff is responsible to refer the case to the Board of Directors.

If the Board of Directors considers that the facts constitute a violation of the rules established in accordance with 4-III to 6-III of the code of conduct, it will define the appropriate sanction measures.

Following a report, the measures implemented are the sovereign decision of the Board of Directors, which decides by a qualified majority.

Sanctions are strictly proportionate to the seriousness of the facts.

They may take the form of a:

- a simple reminder of the code of conduct,
- a ban from attending conferences for a specified period of time or until the next event
- a temporary suspension of membership
- a permanent exclusion of member with prohibition on re-joining for a specified period of time

These sanctions can be applied regardless of whether the REMA member is a physical or legal person.