

NZ ON AIR SAFE SPACES AGREEMENT

Purpose

This Safe Spaces Agreement establishes some common ground rules for a positive and safe environment for recording sessions, video shoots or any other collaborative space for your project.

This Safe Spaces Agreement is an acknowledgement that there are systemic and harmful power imbalances within the music industry and establishes a shared commitment to help create change. It helps artists, videographers, photographers, producers, labels, managers, publicists, project managers and all relevant collaborators to have security and confidence when entering a project. Respect and safety are a priority for all NZ On Air funded projects.

Disclaimer

This document is not legally binding and is intended as a guide only to create a safe environment for creative activity. It does not anticipate every situation that might occur, but the goal is to establish the grounds for safety, respect, comfort, and accountability for all participants in all meetings and collaborative environments within the music industry.

Principle Statement

Every one of us working on this project is entitled to work in a safe space: a space free from fear and coercion, a space free from discrimination, bullying and harassment of any kind. We will work together to honour our differences and celebrate the gifts we each bring. We will ensure that respect and safety is at the forefront of the project and that discrimination in any form is not tolerated. Together we will work to actively create a professional, comfortable and safe environment.

In signing this document, you and your project manager will use best endeavors to ensure safety is at the forefront of the project.

With regards to all our future sessions, meetings, interactions, and communications:

- I commit to use inclusive, non-discriminatory language and avoid derogatory or sexualised jokes or comments that could make others feel uncomfortable or excluded. If I am unsure of what language to use I will ask for guidance.
- I will not place unnecessary attention on, or discriminate based on, a person's gender, race, ability, age, sexuality, career status or on any other personal or cultural attribute.
- I will respect physical boundaries and space at all times by explicitly asking for consent before touching anyone or entering their personal space, including for practical matters like adjusting costumes, equipment or makeup.
- I will ensure I have a parent or guardian as chaperone for any and all commercial dealings with minors.
- I will conduct any communication or engagement, both prior and post our meetings, in a professional, respectful, and confidential manner.
- I will follow and/or establish guidelines where needed, with respect to ethnicity or cultural protocols. If I am unsure of cultural protocols, I will ask for guidance.
- I will respect the agency and autonomy of all to self-determine their own identities and futures and will demonstrate this by respecting people's names (correct name and pronunciation) and pronouns (avoid misgendering). If unsure, I will offer my own pronouns (she/he/they/etc.) when introducing myself, before asking how others identify themselves.
- I will take look out for the safety and wellbeing of others and speak up if I feel that there is something wrong or inappropriate behaviour is occurring.
- I will ensure that my own and, to my best ability, my collaborators' private activities do not impact my ability to do work professionally, negatively impact the wellbeing of others involved in the project and their relevant workplaces or bring NZ On Air into disrepute.

If you feel any concern regarding any of the points above, please do not hesitate to reach out to [Sylvia Letoa](#) and [Teresa Patterson](#) at NZ On Air to discuss confidentially.

Where to go for help or information in regard to sexual harm: – the [Soundcheck Aotearoa](#) SHAPRA initiative offers a free and confidential service for people affected by sexual harm in the music community of Aotearoa. Please visit www.soundcheckaotearoa.co.nz/shapra for more information on how to access this service.

Project Manager: _____ Artist name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____