



## **Music Forward Foundation Volunteer Standards of Conduct**

This document sets forth behavior guidelines to ensure that all House of Blues Music Forward Foundation (“Music Forward”) volunteers act in a safe and responsible manner toward all Minor Participants (defined as any person who has not reached his/her 18th birthday or the age of majority as defined by applicable state law and is serving as an intern for or sponsored by Music Forward). It is the volunteer’s responsibility to become familiar with and adhere to the information below. Music Forward reserves the right to make changes in the content or application of these Standards and to implement those changes with or without notice.

### **Standards of Conduct**

#### **Do:**

1. Treat all Minor Participants fairly and consistently, and with respect and dignity.
2. Maintain the highest standards of personal behavior and act as a model for respectful behavior.
3. Maintain appropriate boundaries.
4. Consult with others or Music Forward if you are unsure how to handle a situation.
5. Use good judgment. If there is a possibility that an action or comment may be misconstrued or make a Minor Participant feel uncomfortable, do not say it or do it.
6. Provide appropriate feedback and positive reinforcement.
7. Be sure that assignments are age and skill-level appropriate.

#### **Do Not:**

1. Be alone with a Minor Participant, including in a car or a closed office. If one-on-one interaction is necessary, be sure to be in a visible area or in a room with an open door.
2. Take photos or videos of a Minor Participant with a personal cell phone or device.
3. Engage in any abusive or neglectful conduct.
4. Make inappropriate jokes or gestures.
5. Hit, physically assault, or inappropriately touch Minor Participants.
6. Act in any way to shame, humiliate, belittle or degrade Minor Participants.
7. Use inappropriate, offensive, or abusive language or engage in such conduct.

If I act as a mentor for a Minor Participant, I further acknowledge and agree as follows:

1. I will meet with mentees only during designated times and places that are supervised by Music Forward staff;
2. Communication with mentees outside of the designated places and times referred to in paragraph 1 immediately above shall occur only via email, and I must copy the designated Music Forward staff on all such correspondence.
3. At the mentee’s initiation, I may connect to the mentee via professional networking sites (e.g., LinkedIn) or through professional platforms (e.g., a professional, as opposed to personal, Facebook page), but all other social media connections through personal sites is prohibited; and
4. I will immediately contact designated Music Forward staff if there are any questions or concerns related to the program or the mentorship component.