

# Respectful Workplace, Equity, Accessibility, and Safe Participation Policy



Updated 2026

## Respectful Workplace, Equity, Accessibility, and Safe Participation Policy

Mechanics of Music is committed to creating a respectful, inclusive, accessible, and safe environment for all students, families, instructors, staff, volunteers, contractors, performers, and community members who participate in our programs, lessons, workshops, events, and community activations.

Our goal is to ensure that everyone who enters our studio or participates in our programming feels welcomed, respected, and supported. We believe music is for everyone, and we work to reduce barriers so people of different ages, backgrounds, identities, abilities, skill levels, and lived experiences can learn, participate, perform, and connect through music.

### 1. Respectful Workplace and Participation Standards

Mechanics of Music expects all staff, instructors, contractors, volunteers, students, parents/guardians, and visitors to treat one another with kindness, patience, and respect.

We do not tolerate bullying, harassment, intimidation, discrimination, aggressive behaviour, hate speech, or disruptive conduct in our studio, online spaces, lessons, workshops, rehearsals, performances, or community events.

Respectful conduct includes:

- Speaking to others in a kind and appropriate manner.
- Respecting personal boundaries, identities, names, and pronouns.
- Supporting a positive learning environment.
- Listening to instructors, staff, volunteers, and event organizers.
- Allowing students and participants to learn at their own pace.

- Avoiding language or behaviour that is discriminatory, threatening, humiliating, or exclusionary.
- Reporting concerns respectfully and promptly when they arise.

Any behaviour that compromises the safety, dignity, or participation of others may result in follow-up from Mechanics of Music, removal from a class or event, or discontinuation of participation, depending on the situation.

## 2. Equity and Inclusion

Mechanics of Music welcomes people of all ages, musical abilities, cultural backgrounds, gender identities, sexual orientations, family structures, neurotypes, bodies, and lived experiences.

We are committed to offering music education and community programming that is approachable, low-pressure, and inclusive. This includes supporting beginners, amateur musicians, children, youth, adults, seniors, families, and community members who may not otherwise have access to formal music opportunities.

Our equity commitments include:

- Creating welcoming entry points for beginners and community participants.
- Encouraging participation from people with different levels of experience.
- Providing supportive performance opportunities that are not intimidating or overly competitive.
- Using inclusive language in our communications and programming.
- Making reasonable efforts to accommodate accessibility, learning, health, and safety needs.
- Building community events that are family-friendly, respectful, and low-barrier.

Mechanics of Music recognizes that people may participate in music for many different reasons, including learning, creativity, confidence-building, social connection, cultural expression, healing, joy, or community belonging. We aim to honour those different reasons and create spaces where people feel encouraged rather than judged.

## 3. Accessibility Policy

Mechanics of Music asks students, families, staff, volunteers, and participants to inform us of any allergies, medical conditions, accessibility needs, sensory needs, mobility

considerations, communication preferences, or other support needs that may affect safety or participation.

When possible, we will make reasonable accommodations to support access and participation. These may include:

- Offering online lesson options when appropriate.
- Adjusting teaching approaches to meet different learning styles.
- Providing clear instructions and expectations.
- Allowing participants to opt in at their comfort level.
- Creating lower-pressure performance and group music opportunities.
- Considering physical, sensory, communication, or scheduling needs when planning programs.
- Working with parents/guardians, students, staff, volunteers, and instructors to support safe participation.

Some Mechanics of Music programs take place in a home-based studio environment, while others happen off-site at community venues, parks, bookstores, markets, festivals, or partner locations. Accessibility conditions may vary depending on the location. For off-site events, Mechanics of Music will make reasonable efforts to understand site conditions in advance and communicate relevant accessibility information to participants where possible.

## 4. Safe Environment and Duty of Care

Mechanics of Music maintains a professional and safe environment for lessons, classes, workshops, events, and community programming. Students are expected to arrive on time and be picked up promptly after their lesson, class, or event. Parents or guardians may be asked or encouraged to remain present for younger students or when additional support is needed.

Mechanics of Music does not provide beforecare or aftercare unless specifically stated as part of a program.

Safety expectations include:

- Following instructor, staff, volunteer, and event organizer directions.
- Using instruments, equipment, and studio materials respectfully.
- Keeping walkways, exits, and shared areas clear.
- Respecting the studio space, event site, and community partners.
- Informing staff of hazards, injuries, or concerns as soon as possible.
- Ensuring children are supervised as required.
- Keeping doors closed where required for studio safety.

The Mechanics of Music studio is also home to two friendly cats, Huney and Bear. Participants are asked to help keep them safe by ensuring doors remain closed and by respecting any studio instructions related to the animals.

## 5. Harassment, Bullying, and Discrimination

Mechanics of Music does not tolerate harassment, bullying, discrimination, or hate-based behaviour.

This includes, but is not limited to:

- Racist, sexist, homophobic, transphobic, ableist, ageist, or otherwise discriminatory comments or behaviour.
- Unwanted physical contact.
- Threatening, aggressive, or intimidating behaviour.
- Repeated disrespect toward staff, instructors, volunteers, students, families, or community members.
- Mocking or humiliating a participant's musical ability, identity, appearance, disability, language, background, or learning style.
- Online harassment connected to Mechanics of Music programming or events.

Concerns will be reviewed seriously and handled with care. Mechanics of Music may take steps to address the situation, which may include a conversation, warning, removal from a program or event, refusal of future participation, or other appropriate action.

## 6. Staff, Contractor, and Volunteer Expectations

Staff, instructors, contractors, and volunteers representing Mechanics of Music are expected to model respectful, inclusive, and professional behaviour.

This includes:

- Creating a welcoming learning environment.
- Treating students and families with patience and respect.
- Communicating clearly and professionally.
- Maintaining appropriate boundaries.
- Supporting students with different learning needs and confidence levels.
- Reporting safety, conduct, or accessibility concerns to the appropriate studio contact.
- Respecting confidentiality where appropriate.
- Helping maintain a positive, organized, and safe environment.

Where staff, contractors, or volunteers support public events, open mics, jams, workshops, festivals, or off-site activations, they are expected to help create a low-pressure and community-minded environment.

## 7. Reporting Concerns

Students, families, staff, volunteers, contractors, or community members who experience or witness disrespectful conduct, harassment, discrimination, bullying, accessibility barriers, or safety concerns are encouraged to contact Mechanics of Music as soon as possible.

Concerns may be reported to:

### **Mechanics of Music**

Email: [admin@mechanicsofmusic.com](mailto:admin@mechanicsofmusic.com)

Phone: 604-612-1440

Address: 208 Osborne Avenue, New Westminster, BC

Website: [www.mechanicsofmusic.com](http://www.mechanicsofmusic.com)

Mechanics of Music will review concerns in a respectful and practical manner. Where appropriate, we may speak with the people involved, document the concern, adjust programming, provide reminders about expectations, or take further steps to protect the safety and dignity of participants.

## 8. Continuous Improvement

Mechanics of Music understands that respectful workplace, equity, accessibility, and safety practices are ongoing responsibilities. We are committed to continuing to improve our policies, communication, programming, and event practices as our organization grows.

This may include:

- Updating policies as needed.
- Improving accessibility information for programs and events.
- Training staff and volunteers on respectful communication and safe participation.
- Reviewing feedback from students, families, partners, and community members.
- Creating more inclusive and accessible music opportunities in New Westminster and surrounding communities.

Mechanics of Music reserves the right to update this policy as needed to reflect current practices, legal requirements, community needs, and organizational growth.