

## **Proposed MCSK Code of Conduct**

The purpose of the Code of Conduct is to set out the standards of professional behavior expected of Authors, composers, arrangers and Publishers, and those occupied in related activities, who are members of the Music Copyright Society of Kenya (MCSK). No exhaustive Code of Conduct can be laid down to cover all situations.

### **General guidelines**

The Code of Conduct sets out certain, basic principles that are intended to help members maintain the highest standards of professional conduct. Should a case arise where a member is believed to have fallen short of the standards desired, procedures defined within the Articles of Association of MCSK.

### **Standard requirement**

All applicants for membership of MCSK are required to sign an undertaking that they will abide by the Code of Conduct if admitted.

## **THE CODE OF CONDUCT**

The Code of Conduct of MCSK is as follows:

1. Members must seek to promote the objectives of the Society as set out in its Memorandum and Articles of Association, and must not engage in any action which is contrary to those objects;
2. Members of the Society must conduct themselves in such a way that their behavior would not reasonably be regarded by the Governing Council/ Management Team of the Society as professional misconduct;
3. Members must endeavour to develop their professional understanding and expertise, to contribute to extending the body of professional knowledge;
4. Members must not discriminate in their dealings with individuals or organizations in matters relating to the Society on the grounds of race, color, religious beliefs or practices, ethnic origin, disabilities, gender, sexuality, marital status and age;
5. Members must refrain from activities that might prejudice their professional integrity and in particular must ensure that private research and publication, personal collecting interests or collaboration with the media, do not conflict with, or encroach upon, their professional responsibilities;
6. Members must perform their function in respect of the creation, maintenance and disposal of current and semi-current records, the selection, acceptance or acquisition of records for archival custody, the safeguarding, preservation and conservation of records in their care and the arrangement, description, publication and making available for use of those records in accordance with generally accepted archival principles and

practices, offering impartial advice to all and employing available resources to provide a balanced range of services;

7. Members must not misuse or allow unauthorized disclosure or use of any information acquired by them, in confidence, in the course of their professional work within the Society;

8. The primary duty of members is to maintain the integrity of the records in their care and custody but in performing this duty, they must balance the respective, legitimate rights and interests of employers, owners, data subjects and users, both present and future;

9. Members must seek to avoid conflict with their professional colleagues and with members in related professions and strive to resolve difficulties on a basis of mutual respect and understanding;

10. Members must not seek or seem to ascribe to the Society responsibility for views expressed or actions taken by them unless expressly authorized to do so;

11. Members must strive to be orderly during all Meetings and avoid the following:

- a) Abusive language;
- b) Intoxication;
- c) Violence;
- d) General nuisance;
- e) All other general acts of indiscipline

12. The Governing Council, through its Membership and Vetting Committee shall come up with Guidelines on Disciplinary Procedures for Members, from time to time and appoint a Disciplinary Committee, the Chair of whom shall be the Chairman of the Membership and Vetting Committee.

13. Breach of the Code of Conduct will attract sanctions, which may include: Prohibition from attending Meetings of the Society, Suspension, Termination, and/or any other penalty that may be deemed appropriate by the Disciplinary Committee.