



## Workplace Music Policy – Startin Group

### Purpose

This policy sets out the expectations regarding the playing of music within the workplace to maintain a respectful, inclusive, and professional environment for all employees at Startin Group.

It is specifically designed to reflect the conditions and requirements of an automotive workshop and associated office environments - showrooms.

### Scope

This policy applies to all employees, contractors, and visitors at Startin Group, and encompasses all areas of the business premises, including:

- Workshops / Showrooms
- Offices
- Break areas
- Company vehicles
- Any other shared or communal spaces

### Policy Guidelines

#### 1. Permitted Music

- Only music from approved radio stations or company-curated playlists may be played in communal or workshop areas.
- Music containing explicit language or offensive content—including racial slurs, discriminatory terms, or violent themes—is strictly prohibited.

#### 2. Volume Levels

- Music must be kept at a moderate volume that does not hinder verbal communication or compromise workplace safety.
- Technicians and staff must always be able to hear essential safety signals, alarms, and instructions.

#### 3. Personal Use of Music

- The use of personal headphones or earbuds is permitted only in non-hazardous work areas and must not impair safety awareness or communication.
- In workshop settings, the use of headphones is discouraged unless authorised as part of an approved health and safety plan.



#### **4. Respect and Inclusion**

- All music played within the workplace must reflect the company's values of respect, inclusion, and professionalism.
- Music containing themes or language that could be interpreted as racist, sexist, homophobic, or otherwise discriminatory or harassing is strictly prohibited.

#### **5. Management Responsibility**

- Managers and supervisors are responsible for ensuring that this policy is effectively communicated, understood, and adhered to by all team members.
- They are also expected to respond promptly and appropriately to any breaches of this policy.

#### **6. Reporting Violations**

- Employees who feel uncomfortable with the music being played or who encounter inappropriate content are encouraged to report their concerns to their line manager or Human Resources.
- All reports will be treated seriously and confidentially and investigated in accordance with company procedures.

#### **7. Disciplinary Action**

- Breaches of this policy will be managed in line with Startin Group's disciplinary procedures.
- Repeated or serious breaches may result in formal warnings or further disciplinary action, depending on the severity of the incident.

### **Review and Compliance**

This policy will be reviewed annually, or sooner if incidents arise that warrant an update.

All employees are expected to comply with the policy and contribute to fostering a respectful and professional workplace culture.