

## Code of Conduct

### **Purpose**

Our Code of Conduct outlines the expectations for behaviour and interactions within [OSEL/Oakham School]. It ensures that everyone feels safe, respected, and included.

### **Scope**

This Code applies to all members, students, employees, volunteers, contractors, and participants involved in our activities, whether online or in person.

### **Our Values**

- Respect: Treat others with dignity and professionalism.
- Integrity: Be honest, accountable, and transparent.
- Inclusion: Embrace diversity and foster a welcoming environment.
- Safety: Prioritize the physical and emotional well-being of all participants.

### **Expected Behaviour**

All members are expected to:

- Communicate respectfully and constructively.
- Listen actively and be open to different perspectives.
- Follow all applicable laws, regulations, and company policies.
- Report any violations of this Code promptly and honestly.

### **Unacceptable Behaviour**

The following behaviours are not tolerated:

- Harassment, discrimination, or bullying of any kind.

- Offensive comments related to gender, race, religion, disability, sexual orientation, or appearance.
- Intimidation, threats, or physical violence.
- Sharing private information without consent.
- Disruptive or unethical conduct in meetings or events.

## **Reporting and Enforcement**

If you witness or experience a violation:

1. Report it to [HR Department / Compliance Officer / Code of Conduct Committee].
2. Reports will be reviewed confidentially and investigated promptly.
3. Appropriate actions — including warnings, suspension, or termination — may be taken.

## **Consequences**

Violations of this Code may result in disciplinary action up to and including termination of employment, removal from the community, or legal consequences where applicable.

If someone breaks the Code of Conduct:

1. They will receive a verbal reminder from a leader.
2. Continued issues may result in a time-out or being asked to leave the activity.
3. Serious or repeated incidents will be reported to a teacher or parent/guardian and may lead to suspension from the club.

## **Acknowledgment**

By participating in [Organization Name] activities, you agree to abide by this Code of Conduct and uphold its principles.