**Code Of Conduct**

**What is a code of conduct?**

Code of conduct is a set of rules employees should follow to understand the company’s policies and expectations of everyone. This will protect the Company, Employee and Customers.

* Be Considerate as we rely on each other’s work to get to the end goal
* Be Respectful, we won’t agree all the time, but disagreement is no excuse for disrespectful behaviour
* Be inclusive by welcoming people of all backgrounds and identities
* You are expected to be regular and punctual in attendance
* You are expected to notify another member of the group if you can’t attend a planned meeting
* Address all remarks through the Teams chat and not individually
* Never attack the motives of another member of the group
* Admit mistakes and publicise prompt corrections

Individuals x Effort = Group Effort