

Genesis Block Financial Education

Employee & Volunteer Code of Conduct Policy

Policy brief & purpose

Genesis Block Financial Education's **Employee & Volunteer Code of Conduct** outlines our expectations regarding employees' behaviour towards their colleagues, the students they teach and the employees of the host institution (school, community centre etc).

We promote freedom of expression and open communication. But we expect all employees and volunteers to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting the host institution in any way. We also expect them to foster a well-organised, respectful and collaborative working relationship with other volunteers and employees at Genesis Block Financial Education.

Scope

This policy applies to all our employees and volunteers.

Policy elements

What are the components of an Employee Code of Conduct Policy?

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with law

All employees must protect Genesis Block Financial Education's legality. They should comply with all environmental, health and safety and other laws. We expect employees to be ethical and responsible when dealing with Genesis Block Financial Education's finances, partnerships and public image.

Respect in the workplace

All employees and volunteers should respect their colleagues, students and anyone else they encounter whilst undertaking their role. We won't allow any kind of discriminatory behaviour, harassment or victimisation.

Professionalism

All employees and volunteers must show integrity and professionalism in the workplace:

- **Collaboration**

Employees and volunteers should be friendly and collaborative. They should contribute positively to Genesis Block Financial Education's mission to provide independent and impartial Bitcoin education.

- **Communication**

All employees must be open for communication with their colleagues at Genesis Block Financial Education including attending the quarterly General Assembly

- **Policies**

All employees should read and follow our policies, including the Whistleblowing and Safeguarding Policies.

Disciplinary actions

Our company may have to take disciplinary action against employees or volunteers who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Removal from our roster of accredited/approved teachers.
- Announcing this removal on our social media channels.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.