

---

# Code of Conduct

---

The Company expects all associates and volunteers to:

Treat all Freewheelers members, associates and volunteers with respect, courtesy and consideration of individual needs.

Be aware of our Protection of Vulnerable Adults and Child Protection Policies at all times. Know that associates, volunteers, parents, carers, visitors and audiences may be vulnerable as well as Freewheelers members.

Be aware of all other Policies and take notice of updates which will be circulated by e-mail.

Act and speak in a way that is appropriate for representing the company publicly at all times when working for or talking about Freewheelers. This includes any discussions taking place in publicly viewable forums on the internet.

Take responsibility for one's own words and actions, and for the way in which one reacts to others' words and actions.

Be open and approachable, especially to newcomers.

Dress in a way that is suitable for the activities to be carried out and appropriate for interacting with a wide range of people.

**The Company will not tolerate behaviour such as:**

Making threats

Physical violence

Shouting at others

Swearing at others

Persistent rudeness

Isolating, ignoring or refusing to work with certain people

Telling offensive jokes or name calling

Racist, sexist, homophobic or otherwise discriminatory language

Displaying offensive material such as pornography or sexist / racist cartoons, or the distribution of such material via email / text message or any other format.

Talking about others in a derogatory way, whether or not they are present

Any other forms of harassment or victimisation.

---

END OF CODE

Next review Jul 2020

---