

**Approved by the Thunk-It Members.**

**Reviewed:** 01/04/2023

### **Thunk-It's Statement**

We believe that the work we do makes a positive impact. However, our work can only be viewed positively if everyone on our team agrees to abide by our Code of Conduct.

### **Professionalism**

It is required that everyone involved with Thunk-It to act professionally whilst; representing the company, leading workshops/projects, and discussing any business related to Thunk-It.

This is inclusive of, but not limited to, not using inappropriate language, ensuring relationships with participants remain professional, not discussing Thunk-It in a bad light in front of participants/publicly.

### **Online Behaviour**

It is important that all individuals that engage with Thunk-It respect the company publicly, including on social media. Any members found to have made negative comments about the company online will be asked to delete these comments and then be invited for a review with the Chair and Directors of the CIC.

If any member of the Thunk-It team posts anything online that could be construed as hate speech, upon investigation, by the Chair and Directors of the CIC, appropriate action will be taken - which may conclude in termination of their role.

### **Dress Code**

As a majority of the workshops/projects we run include physical movement, we require that any of our facilitators wear appropriate clothing whilst representing the company (i.e. no revealing clothing, clothes appropriate for the activity taking place).

No clothing with offensive language, images or slogans will be tolerated whilst representing Thunk-It.

### **Conflicts of Interest**

Conflicts of Interest can lead to decisions being made that are not in the best interest of the company. These circumstances can be avoided by familiarising ourselves with the signs of conflicts of interests and ensuring that all major decisions go through the members to prevent any damages.

**Accident Procedure Protocol**

1. Injury or potential injury caused by a hazard in the workplace
2. First Aid administered by named First Aider and emergency procedures followed
3. Safety Officer informed (or Lead project worker during workshops)
4. Safety Officer to ensure that area of workplace is immediately made safe and no further injury can be caused
5. Safety Officer to carry out a full investigation
6. Safety Officer to ensure that any major faults are rectified to prevent further injuries.