



CODE OF CONDUCT

CLIMATE EXPLORERS

Code of Conduct

Purpose

Climate Explorers (CE) Code of Conduct outlines our expectations regarding volunteers behaviour. The freedom of expression and open communication is encouraged at our workplace, but all volunteers are subject to the boundaries of this Code. All volunteers should avoid offending others, participating in violent disputes, and disrupting our workplace. We also expect everyone to foster a well-organized, respectful, and collaborative environment.

Scope

This policy applies to all our volunteers and contractors, regardless of employment type or agreement. Volunteers & Contractors must conform with this Code in all aspects of work and life including recruitment, performance evaluation to interpersonal relations.

Components of the Code

All volunteers and contractors are bound to follow this Code of Conduct while performing their duties. The components of our Code of Conduct are outlined below:

Wellbeing

At Climate Explorers, we look out for each other and practice the principle of 'own safety first' every day and in the case of an emergency. All volunteers are encouraged to prioritise their own wellbeing and to choose reporting sickness & absence.

Management guarantees an uncompromised commitment to health and safety at work.

Compliance with the law

Climate Explorer expects all volunteers to protect theirs and the company's reputation by complying with all environmental, safety and fair dealing laws. We expect volunteers to act ethically, responsibly, and professionally when representing our company and managing its finances, products, brand, and stakeholder relationships.

We expect our people to be good citizens in society.

Respect and dignity

All volunteers must act in a civil, respectful, and responsible manner when interacting with others at the workplace. Discrimination, bullying, harassment, and victimisation will not be tolerated.

All interaction and communication must be dignifying and never directly or indirectly condescending.

Protection of Company property

All volunteers should treat our company's property, whether material or intangible, with respect and care.

Volunteers must:

- Use **company equipment** appropriately.
- Protect all forms of **incorporeal property**. This includes trademarks, copyright, and other property (information, reports etc.) which must be used solely for the fulfilment of duties.
- Direct all media questions and contact to the Climate Explorer's Media Team and Directors.
- Protect company facilities and other material property from damage and vandalism, whenever possible.

Professionalism

All volunteers must show integrity and professionalism in the workplace:

Personal appearance

When representing the CIC, please dress appropriately.

Corruption

Before accepting client gifts or using our clients for external personal gain/endeavours, please request permission from the Company directors and HR first.

Duties, authority, and support

Climate Explorers encourages coaching and mentoring throughout our CIC. Volunteers who wish to have a mentor or coach to support their career aspirations should contact HR.

- All Volunteers should fulfil their duties with integrity and respect toward customers, stakeholders, and the community.
- Supervisors and managers must never abuse their authority.
- We expect fair delegation of duties and consideration of competence and workload.
- We expect volunteers to follow instructions and work hard at exceeding performance expectations.

Absenteeism and tardiness

Volunteers should keep their commitment to work schedules. Exceptions will be made for circumstances that prevent volunteers and volunteers from fulfilling working hours or days. Generally, we expect punctuality.

Conflict of interest

We expect volunteers to avoid any personal, financial, or other interests that might hinder their capability or willingness to perform their duties. If you are unsure, please speak to the Volunteer Project Manager, HR, or the Directors.

Collaboration

Volunteers should be friendly, collaborative and avoid disrupting the workplace or pose an obstacle to colleagues' work.

Communication

All Volunteers must be open to communication with their colleagues, supervisors, or teammates.

Benefits

Volunteers must regard benefits, perks, and privilege boundaries. Selling or extending eligibility to friends and family without permission may lead to disciplinary action. This may apply to insurance, facilities, subscriptions, or other benefits our company offers.

Conflict and grievance

We encourage volunteers to resolve conflict informally with the intervention of the Volunteer Project Manager (VPM). If you are unhappy with the VPM's intervention, please seek guidance from HR before raising a formal grievance. All grievances are managed in accordance with the Disciplinary & Grievance Policy.

Disciplinary actions

Climate Explorers may take disciplinary action against volunteers who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the breach and may include:

- Formal warning
- Demotion or redeployment
- Suspension or termination for more serious offences.
- Detraction of benefits for a definite or indefinite time.

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

Policies

All volunteers should comply with our company policies and speak to a manager or HR representative if they require clarity of interpretation.

Related Policies

- Anti-Bullying & Harassment
- Equality, diversity, and inclusion
- Equal Opportunity
- Disciplinary & Grievance

Climate Explorers may unilaterally introduce, vary, remove, or replace this policy at any time.