

# The Kofoeds School Code of Conduct

Principles of good behavior at Kofoeds School

## Introduction

Kofoeds School is a diverse and inclusive community, where we want to treat each other properly. To support this, we have made these common guidelines – or principles – of good behavior, and what to expect as part of the community at Kofoeds School.

### What is the Kofoeds School Code of Conduct?

- The Kofoeds School Code of Conduct describes behaviour that we want every member of our community to make an effort to live up to – to the best of your capabilities. Employees as well as volunteers, participants and guests.
- The aim of the Kofoeds School Code of Conduct is to make it clear how we create a safe, respectful and inclusive environment, where everyone who gets involved in the community at Kofoeds School feels welcome and valued. Regardless of gender, gender identity and expression, sexual orientation, disability, personal appearance, body, ethnicity, age, religion or nationality.
- The Kofoeds School Code of Conduct is a 'living document'. It is supposed to start conversations and reflections on how we want to be together. It should be developed, edited and revised regularly alongside these conversations, to best suit the behaviour we want to nurture in our community.

### What is the Kofoeds School Code of Conduct NOT?

- The Kofoeds School Code of Conduct is NOT something to beat each other over the head with.
- The Kofoeds School Code of Conduct is NOT a legal document - with paragraphs and consequences.
- The Kofoeds School Code of Conduct does NOT replace nor overrule e.g. harassment policy or other adopted policies or legislation (e.g. violence, threats, etc.)

### Who created the Kofoeds School Code of Conduct?

The Kofoeds School Code of Conduct is a continuous collaboration between participants, staff and volunteers at Kofoeds School.

### To whom does the Kofoeds School Code of Conduct apply?

We expect every member of our community to respect each other and adhere to the Kofoeds School Code of Conduct - to the best of ones capabilities - whether you are a participant, employee, volunteer or visitor at Kofoeds School.

### Who upholds the Kofoeds School Code of Conduct?

We have all helped shape the Kofoeds School Code of Conduct and we are all responsible for living up to the desired behaviour to the best of our ability. This is the agreement we have with each other.

### Why do we need the Kofoeds School Code of conduct?

By striving to follow the Kofoeds School Code of conduct, we contribute to a positive and inclusive environment at Kofoeds School that promotes personal growth, empowerment and social change for everyone involved.

# **The Kofeods School Code of conduct**

## **WE ARE ATTENTIVE**

- We pay attention to those we are with and consider their needs. We are all different and what makes some people happy can be a nuisance to others. We all need to be here.

## **WE GREET**

- We greet those we meet - even those we do not know. It is nice to be greeted with a smile, a wave or a 'hello'.

## **WE LISTEN**

- We listen to the views and experiences of others and value different perspectives. No one knows everything and we all learn from talking to each other.

## **WE HELP EACH OTHER**

- We help each other with work and tasks. We may all have different things we struggle with and there is no shame in asking for help or speaking up, when things are hard.

## **WE TAKE CARE OF EACH OTHER**

- We look after each other and use Kofeods School's facilities and resources responsibly. We honour the agreements we make with each other.

## **WE ARE EXPERTS**

- We are experts in our own lives - not in the lives of others. We can decide what we want for ourselves - not what others should do. We take responsibility for our actions and their impact on others. If we make mistakes or unintentionally cause harm, we strive to make amends and learn from our experiences.

## **WE SPEAK PROPERLY**

- We speak properly to and about each other - even when we disagree. We respect our own and other peoples' boundaries, that those boundaries are different and that it is okay to speak up, if you are not being treated right.

## **WE SPEAK UP**

- We speak up against any form of bullying, harassment or discrimination. We treat people equally and encourage an atmosphere of inclusiveness, where everyone feels safe and accepted.