

Support Staff & Volunteer Code of Conduct

FORMULA *e*

Purpose

This Code of Conduct serves as a set of guidelines and principles that Formula E Support Staff and Volunteers are expected to adhere to while contributing their time and efforts. It helps create a positive and respectful environment and ensures that Support Staff and Volunteers understand their roles, responsibilities, and the values of the organization.

Every member of temporary local staffing resource should always:

- Act with integrity;
- Be accountable;
- Maintain a respectful workplace;
- Maintain fair and transparent International Business Practices;
- Always protect our assets;
- Comply with this code.

Code of Conduct

Commitment:

- I will commit to fulfilling the responsibilities and tasks assigned to me by Formula E.
- I understand that my commitment contributes to the success of the overall mission.

Respect:

- I will treat fellows within Formula E with respect and dignity.
- I will appreciate and embrace diversity, recognizing and valuing differences in background, experience, and perspectives.

Accountability:

- I will take responsibility for my actions and decisions.
- If I am unable to fulfill my duties, I will communicate promptly with the appropriate individuals to arrange for alternative support.

Confidentiality:

- I will respect the confidentiality of sensitive information and data shared.
- I will not disclose or misuse any confidential information during or my service.

Integrity:

- I will act honestly and ethically in all interactions.
- I will not engage in activities that may bring harm to Formula E or its reputation.

Communication:

- I will communicate openly and honestly with colleagues, and those I serve.
- I will provide constructive feedback and express concerns through appropriate channels.

Safety:

- I will prioritize the safety and well-being of myself and others.
- I will follow safety guidelines and report any unsafe conditions or incidents via the appropriate channels.

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Professionalism:

- I will conduct myself in a professional manner, adhering to the organization's policies and procedures.
- I will represent the organization positively in my interactions with the public.

Learning and Development:

- I will actively seek opportunities for learning and development to enhance my skills as a volunteer.
- I will be open to feedback and use it to improve my performance.

Compliance:

- I will adhere to all relevant laws, regulations, and policies governing the organization and its activities.
- I will seek guidance from the organization if I am uncertain about any policy or procedure.

Social Media & Phone Use

- I will only access social networking websites on the internet for personal use during certain times. These times are before and after work hours and during my lunch break.
- I will use my phone only in the context of delivering my role and responsibilities – I am happy to be added to WhatsApp Group Chats with my team and Supervisor, I am happy to use Formula E apps such as ChatBot and FanCam

By abiding by this Code of Conduct, I acknowledge that I am an integral part of Formula E's mission and commit to upholding its values and contributing positively to the community. Breaches of this Code of Conduct policy will be taken seriously and may result in disciplinary action taken under the Formula E Discipline & Grievance Procedure.

Code of Conduct

I agree to volunteer my services and understand that my volunteer activities may involve certain risks. In consideration for the opportunity to volunteer, I agree to the following terms and conditions:

Assumption of Risk: I am aware that my volunteer activities may involve certain inherent risks, including but not limited to physical injury, property damage, or other losses that may result from my actions or the actions of others.

Health and Insurance: I certify that I am in good health and have no physical conditions or impairments that would restrict my ability to participate in volunteer activities. I understand that it is my responsibility to have personal health insurance coverage.

Responsibility for Personal Property: I acknowledge that I am solely responsible for any personal property I bring to the volunteer activities and that the Organization is not responsible for loss, theft, or damage to my personal belongings.

Release of Liability: I, on behalf of myself, my heirs, executors, administrators, and assigns, hereby release, discharge, and hold harmless the Organization, its officers, directors, employees, agents, and volunteers from any and all claims, demands, actions, or causes of action arising out of or in connection with my participation in volunteer activities, including any accidents, injuries, or damages that may occur.

Medical Treatment Authorization: In the event of an injury or medical emergency, I authorize the Organization to obtain medical treatment for me, including transportation to a medical facility, as deemed necessary.

Photographic Release: I grant the Organization the right to take photographs, video recordings, or other media of me during volunteer activities. I understand that these images may be used for promotional or educational purposes and waive any rights or compensation for their use.

Full Understanding: I have read and fully understand the terms of this Volunteer Waiver. I acknowledge that I am voluntarily participating in volunteer activities with full knowledge of the associated risks.

Thank you

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