

## **Notam Code of Conduct**

Notam is committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status or religion.

This Code of Conduct outlines our expectations for all those working with, or at Notam, as well as the consequences for unacceptable behaviour. We expect everyone working at, or with Notam to abide by this Code of Conduct at all times.

### **Expected behaviour at Notam**

- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, or harassing behaviour and speech.
- Be mindful of your surroundings and of your fellow participants. Alert Notam leader or HR if you notice violations of the Code of Conduct, even if they seem inconsequential.

### **Unacceptable behaviour**

Unacceptable behaviour includes: intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by anyone working at Notam.

Harassment includes: harmful or prejudicial verbal or written comments related to gender, sexual orientation, race, religion, disability. Sustained disruption of talks or other events; inappropriate physical contact, and unwelcome sexual attention.

### **Consequences of unacceptable behaviour**

Unacceptable behaviour from any person working at Notam, including employees and those with decision-making authority, will not be tolerated. Anyone asked to stop unacceptable behaviour is expected to comply immediately.

If anyone working at Notam engages in unacceptable behaviour, Notam may take any action they deem appropriate, including a temporary or permanent ban from Notam.

### **If you witness or are subject to unacceptable behaviour**

If you are subject to or witness unacceptable behaviour, or have any other concerns, please notify Notam's HMS Responsible as soon as possible. Additionally, Notam's employees are available to help anyone experiencing unacceptable behaviour feel safe.

### **Addressing grievances**

If you feel you have been falsely or unfairly accused of violating this Code of Conduct, you should use one of our channels for feedback to notify with a concise description of your grievance. Your grievance will be handled in accordance with our existing governing policies.

### **License and attribution**

This code of conduct is based on the Berlin Code of Conduct, distributed under a Creative Commons Attribution-ShareAlike 4.0 International (CC BY-SA 4.0) license.