



VALUES AND CODE OF CONDUCT

OUR CORE VALUES

- We exist to save lives
- We always find a way
- We bring order
- We bridge purpose
- We are strategic planners
- We are culturally sensitive
- We are force multipliers
- We honor God through our service and actions

Our organization is committed to upholding the highest standards of moral and ethical conduct. As members of this community, we strive to possess the following characteristics:

- Integrity & Strength of Character
- Authenticity & Honesty
- Kindness & Compassion
- Courage & Bravery
- Selflessness & Service to others
- Humility & Empowering Others
- Solution-Minded Approach to problems
- Loyalty
- Inclusivity. We welcome and support people of all backgrounds and identities. This includes but is not limited to members of any sexual orientation, race, ethnicity, culture, national origin, social and economic class, educational level, immigration status, age, family status, political belief, religion, and mental and physical ability.
- Above all, our greatest value is our commitment and prioritization of our mission to save lives and stop evil

CODE OF CONDUCT DOS:

- Be a team player
- Pray before we serve
- Follow the chain of command
- Gripes go up
- Leave people and places better than we found them
- We honor God through our service and actions
- Maintain personal hygiene & health
- Speak up when sick or injured
- Always act with integrity of character
- We are efficient, organized & orderly
- We lead with kindness & compassion
- Choose courage & bravery when faced with adversity
- Act selflessly & embrace service to others with a joyful heart
- Value cultural sensitivity
- Speak & act with humility
- Approach problems with the creativity & innovation needed to find solutions
- Embrace collaboration
- Be loyal
- Be kind
- Respect authority
- Be confidential and trustworthy
- Be patient and courteous
- Be considerate
- Always conduct yourself professionally
- Above all, commit to and prioritize Aerial Recovery's mission to save lives and stop evil

CODE OF CONDUCT DON'TS:

- No drug or alcohol abuse in personal lives and especially no use of alcohol (or drugs) on missions
- Always represent Aerial Recovery Values positively in your online and social media presence.
- No cursing
- No fraternization

- No sexual misconduct
- No physical violence or use of aggressive language
- No bullying or harassment
- No gossiping or speaking ill of others or the organization
- No being impatient or rude
- No disrespecting or undermining authority
- No insulting or putting down others
- No threatening behavior or language
- No exclusionary behavior
- No discriminatory jokes and/or language
- No sharing sexually explicit or violent material via electronic devices or other means
- No personal insults, especially those using racist or sexist terms
- No unwelcome sexual attention
- No blaming
- No lying
- No stealing
- No cheating
- No advocating for, or encouraging, any of the above behavior

GROSS MISCONDUCT

- theft or fraud;
- physical violence or bullying;
- breach of Aerial Recovery's Safeguarding Policy, by action, omission or complicity
- deliberate and serious damage to property;
- serious misuse of organization's property or name;
- implying sponsorship by Aerial Recovery for personal gain without Aerial Recovery's consent
- deliberately accessing internet sites containing pornographic, offensive or obscene material;
- serious insubordination;
- unlawful discrimination or harassment;
- bringing the organization into serious disrepute;
- serious incapability at work brought on by alcohol or illegal drugs;
- causing loss, damage or injury through serious negligence or recklessness;
- serious breach of health and safety rules;
- serious breach of confidence
- sexual misconduct of any nature
- any illegal acts or behavior



MISCONDUCT

&

DISCIPLINARY POLICY AND PROCEDURES

Definition of Misconduct

Misconduct includes any act (or failure to act) that the person committing it knew (or ought to have known) was criminal, unlawful or in violation of the Aerial Recovery Code of Conduct.

All employees and volunteers are responsible for ensuring their behavior meets the standards expected of them.

Aerial Recovery's Disciplinary Policy is designed to help promote respectable and orderly employment and volunteer relations as well as fairness and consistency in the treatment of individuals.

The approach of Aerial Recovery's Disciplinary Policy is to:

- Mitigate misconduct through training;
- Establish the full facts quickly;
- Deal with the individual and facts consistently and fairly;
- Unless an act of gross misconduct, encourage improvement through informal procedures in the first instance;
- Find the right balance between being careful to avoid making hasty decisions but to also take inappropriate behavior seriously to protect the organization and those we serve;
- empower the organization to take reasonable disciplinary actions at a set and reasonable timescale to address such behavior;

- Provide an opportunity for appeal against the outcome of a formal disciplinary meeting should someone feel they have been unjustly accused of alleged inappropriate behavior that has not been substantiated with evidence

PROCEDURE

1.1 Informal Approach

It is expected that most performance issues will be resolved through informal discussions between your superior or Board of Directors (“Leadership”) and the Member, employee or volunteer, which are designed to highlight any problems in the Member, employee or volunteer’s behavior, and to agree a course of action. Leadership should set aside regular times for Member, staff and volunteer meetings on an individual basis to ensure that any issues are not allowed to “drift”, but are addressed sooner rather than later, specifying a time scale within which the behavior modification should take place. Serious behavior or performance issues should not wait until the next agreed meeting, but be responded to promptly. A brief note of the discussion should be held with Leadership and a copy shared with the individual.

Leadership will take formal action if:

- informal approach does not result in positive behavior change or improvement of performance
- the unsatisfactory behavior or performance is considered too serious to be classed as minor
- it is a case of gross misconduct

1.2 Formal Approach

Where, after a full investigation of the facts, a Member, employee or volunteer’s conduct or performance warrants being dealt with through a formal disciplinary procedure, the following 3 step process will take place:

Step 1 – Statement of grounds for action and invitation to meeting

The Member, employee or volunteer’s alleged conduct or characteristics, or other circumstances which have led to disciplinary action being contemplated will be set out in writing and given/sent to the Member, employee or volunteer. The Member, employee or volunteer will be invited to attend a meeting to discuss the matter, within 5 working days.

Step 2 – The meeting

The meeting must take place before any action is taken, except in the case where the disciplinary action consists of immediate suspension due to gross misconduct (examples of gross misconduct are listed below) and can only take place once the Member, employee or volunteer has:

- been informed on what basis the disciplinary action is being contemplated (as at Step 1), and
- had a reasonable opportunity to consider their response to that information.

The Member, employee or volunteer must take all reasonable steps to attend the meeting. Following the meeting the Member, employee or volunteer will be informed in writing within 5 working days of the decision and be notified of their right to appeal against the decision. The disciplinary action may take place before the appeal is heard.

Outcomes of a disciplinary meeting may include:

- verbal warning
- written warning
- final written warning
- dismissal with notice
- dismissal without notice.
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Examples of gross misconduct may include, but is not restricted to:

- theft or fraud;
- physical violence or bullying;
- breach of safeguarding policy, by action, omission or complicity
- deliberate and serious damage to property;
- serious misuse of organization's property or name;
- deliberately accessing internet sites containing pornographic, offensive or obscene material;
- serious insubordination;
- unlawful discrimination or harassment;
- bringing the organization into serious disrepute;
- serious incapability at work brought on by alcohol or illegal drugs;
- causing loss, damage or injury through serious negligence;
- serious breach of health and safety rules;
- serious breach of confidence;
- sexual misconduct of any nature;

- any illegal acts or behavior;
- any other acts that the Board of Directors determines as an act of Gross Misconduct by vote.

Written records (notes of meetings, evidence and decisions) made during the disciplinary process, will be treated as confidential and kept in a locked file or secure digital folder.

Safeguarding Procedures

In addition, any member of staff or volunteer placed in regulated activity who is dismissed, re-deployed or chooses to resign, remove themselves due to:

- a) a relevant offense
- b) harm committed towards a person in their care
- c) the harm test (actions which pose a risk of harm towards the person in their care)
- d) relevant conduct (e.g. not upholding the expected standards of practice for the role)

will, at the point of permanent removal from regulated activity, be referred to the relevant local authorities. All relevant information may be shared with the relevant local authorities, in the knowledge that this will in turn be shared with the individual, should they make representation on their behalf.

Step 3 – Appeal

The Aerial Recovery Member, employee or volunteer must inform Aerial Recovery if they wish to appeal against the outcome of a disciplinary meeting (Note: a Member, employee or volunteer should appeal in writing within a week - 5 working days). The Member, employee or volunteer will be invited to attend a further meeting within 2 weeks (10 working days) of the letter being received, to which the Member, employee or volunteer must take all reasonable steps to attend. Following the appeal meeting, the Member, employee or volunteer will be informed in writing of the final decision.



CODE OF CONDUCT AGREEMENT

I, _____ (*insert full legal name of Board Member, employee, contractor or volunteer*) hereby confirm that I have read and understood 'Aerial Recovery's Values and Code of Conduct' as well as Aerial Recovery's 'Misconduct and Disciplinary Policy & Procedures'. I agree to align my behaviors, language and actions with that which has clearly been communicated as what is expected of me should I work for or volunteer at Aerial Recovery. I understand that if I behave in such a way as to violate Aerial Recovery's Values and/or Code of Conduct, and especially if I display any behaviors or language that are considered 'Misconduct' or 'Gross Misconduct' as per Aerial Recovery's definition, then I will be subject to disciplinary actions as detailed in Aerial Recovery's *Misconduct and Disciplinary Policy and Procedures*.

(Signature)

(Date)