



Code of Conduct for Colfe's School Alumni, Supporters & Friends

Colfe's School and the Old Colfeian Society – and by extension, its Development & Alumni Relations Office (DARO) – are committed to fostering an inclusive culture which promotes equality, diversity and inclusion and maintains a working, learning and social environment where the rights and dignity of all members of the Colfe's community are respected.

The School, Society and DARO (“the Entities”) value the considerable contributions made to its work by Old Colfeians, associates, supporters, parents and friends. As such, they seek to ensure that their events and activities are enjoyed by all participants. All attendees and participants are encouraged to understand that they are expected to represent Colfe's as ambassadors and that their attendance and conduct at events and other activities contribute to the excellent reputation of the School.

As such, the Entities aim to provide an environment free from harassment, victimisation and discrimination. They expect all members of the community to treat one another, school staff and students with respect, courtesy and consideration. All Old Colfeians, associates, supporters, parents and friends have a role to play in supporting this aim. Therefore, harassment, victimisation and discrimination will not be tolerated at any event, on any platform or as part of any activity associated with the Organisations. Activities conducted by the Entities include – but are not limited to – events, meetings, and written and digital communications. Current Colfe's pupils are also covered by this code of conduct when they participate in various events with the Society and DARO.

Participant Conduct

The Entities will make every effort to ensure that harassment, victimisation and/or other unwelcome or inappropriate behaviour and comments do not occur. All those engaging with our work and attending our events are expected to conduct themselves in an acceptable and respectful manner to match the theme and tone of the activity.

In attending our events or functions, attendees acknowledge that at all times, they are fully responsible for their actions and behaviour during the course of such event. This includes any socialising which may be connected to such an event but also when it continues after the event has concluded. Where there is alcohol served at events, attendees acknowledge that being under the influence of alcohol or otherwise intoxicated is not an excuse for lack of courtesy, rudeness or victimisation of staff, another attendee or guest. All attendees are advised to drink responsibly and are responsible for their own health and behaviour while attending our events, regardless of where the event takes place. While Colfe's School staff are always present, where current pupils are in attendance at these events and in the presence of alcohol, parent(s) and/or guardian(s) are notified that alcohol is not to be served to underage pupils.

Event attendees also acknowledge that where they are contacted via LinkedIn from a current Colfe's pupil following any of our events, they are to communicate with them for professional networking reasons only. All subsequent communications and interactions – whether in person, by telephone or electronically – should remain professional and be in keeping with this code. Event attendees will be notified that our pupils are encouraged to use LinkedIn for networking and work experience opportunities, and they have attended training on how to use the platform whilst remaining safe online.

Prohibited behaviours at events, meetings, and in written and digital communications include but are not limited to the following:

- cases where there is a significant and imminent risk of damage to property;
- distress or inconvenience to other event attendees or participants;
- inappropriate or offensive comments regarding another individual, including insults, compliments, jokes, gestures or sexual innuendo or remarks;
- inappropriate gestures or body language, including unwanted advances and/or touching;
- verbal abuse, threats, intimidation, coercion, physical assault and/or lewd behaviour.

Complaints Procedure

In the event that any incidents of harassment, victimisation, discrimination or other inappropriate behaviour take place in violation of this Code, these should be reported to Colfe's School promptly. Such reports are taken seriously and are investigated promptly and effectively.

An allegation, complaint or rumour of misconduct will be investigated. Every reasonable complaint shall receive fair and proper consideration and a timely response. Complaints may be directed in the first instance to the Director of Development & Alumni Relations at alumni@colfes.com. Details of incidents may be shared with Colfe's School's Governors and/or its Senior Management Team, the Old Colfeian Society's leadership committee, or the wider DARO staff if necessary.

Following an investigation, any of the Entities reserve the right to remove access to their events, meetings, and/or written and digital communications if it deems that the relevant terms of this Code have been breached. Further, if any of the Entities deem an event attendee's behaviour as inappropriate, they reserve the right to ban the individual concerned from future Colfe's activities, including access to the school site, buildings, facilities or services.

Acceptance of Terms

By engaging in events, meetings, and written and digital communications sponsored, hosted, or promoted by any of the Entities, all participants agree to abide by these terms and conditions. This includes events held not only at Colfe's School but also at third-party, non-Colfe's locations. All participants also acknowledge that these terms might be changed without prior notice and accept responsibility with familiarising themselves with, and abiding by, these terms.