**APPENDIX 1:**

**CODE OF CONDUCT FOR ATTENDENCE AT THE WHEEL EVENTS & PROGRAMMES**

**Attendees/participants confirm that as an attendee** at an event or programme organised by The Wheel, they will:

1. Behave in a professional manner at all times.
2. Not break the law or act against any regulation in force for the safety and wellbeing of themselves or others.
3. Confirm that they have read and understand and will abide by The Wheel’s Code of Conduct and any procedures in relation to events & programmes.
4. Not speak to the media or in any public forum as a spokesperson of The Wheel.
5. When speaking as a private citizen, aim to uphold the reputation of The Wheel and those who work and volunteer for it.
6. Respect confidentiality.
7. Maintain a respectful attitude to the opinions of others.
8. Respect the privacy, personal space and preferences of any other attendee or participant and treat them with dignity and respect.
9. Respect instructions and advice given by Wheel coordinating staff in relation to timekeeping, logistics and any other information for the smooth running of the event.
10. Where the event runs over more than one day and where participants may be socializing together, they will be free to make their own plans, but will be expected to behave in an appropriate and respectful manner to all other participants.

**As the Coordinator** of events & programmes, The Wheel will:

1. Ensure that every participant is provided with effective supports and direction to ensure their experience is positive and impactful, both personally and for their organisation.
2. Ensure that any issues are dealt with effectively and as per this Code of Conduct.
3. Communicate with every participant clearly and effectively, in relation to each element of the event or programmes.
4. Ensure that every participant, in as far as is practicable, is clear on the role of any partners at The Wheel events & programmes.