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## **Code of Conduct for Participants of 'Unleash Happiness' Workshop**

Version: 2.0

Date: January 16, 2020

### **Introduction**

The Code of Conduct applies to each participant of the 'Unleash Happiness' workshop. Throughout the involvement with the 'Unleash Happiness' workshop, it is the responsibility of each participant to act in accordance with these Standards.

The 'Unleash Happiness' workshop Code of Conduct is designed to give participants information to recognize actions that may have an adverse impact on the workshop and participants of the workshops.

### **Policy**

This policy establishes a baseline standard of conduct for all participants of the 'Unleash Happiness' workshop.

By reading, understanding and acting in accordance with this policy, you will help to support, protect, and maintain the confidentiality of participants and the sensitivity of matters shared during the workshop.

Muse and HIM expects all participants:

- To adhere to a high standard of ethics,
- Be responsible to each other, and
- Must work to promote trust and confidence within the group.
- Seek to do what is right for the protection of everyone.
- Respect each others' values, opinions, and feelings, and
- Behave in a manner that reflects high ethical standards.

Participants are not to commit or condone an illegal or inappropriate act or instruct others to do so. This would include engaging in or aiding someone else in conducting the following types of illegal or inappropriate activities, but are not limited to:

- Abuse of any kind
- Bullying
- Stealing
- Property damage
- Harassment of any kind



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Participation in illegal activities including those mentioned above may result in dismissal and revocation.

### **Respect in the Workshop**

Muse and HIM are committed to creating and maintaining a positive and welcoming environment:

- Free of discrimination (i.e. race, gender, sexual orientation, religion, age, political, disabilities, etc.), harassment (i.e. verbal, physical, sexual, etc.), and bullying (i.e. threats, insults, verbal abuse, etc.)
- Where the individual differences of all are valued, and
- Where all are treated with dignity and respect.

Participants are expected to act in accordance with the Respect in the Workshop Policy. Any breach of this and related may result in dismissal and revocation.

### **Workshop Safety**

The health and safety of all participants is a key priority for Muse and HIM. Individuals must not be in the possession of, use or be under the influence of either drugs or alcohol when in the workshop. Violation of this policy will be subject to dismissal and revocation.

All participants are responsible for taking all reasonable steps to ensure their own health and safety in the workshop and that of their peers. This may be achieved by:

- Participating in the safest manner possible, and
- Reporting workshop hazards to the facilitator, HIM or Muse employees, and/or HIM or Muse volunteers

It is everyone's responsibility to protect and safeguard the property and assets of HIM. Muse retains ownership of all intellectual property created by Muse.

### **Confidentiality of Information**

All information relating to workshop participants is to be treated as Confidential. Participants must report all privacy breaches to the facilitator, HIM or Muse employees, and/or HIM or Muse volunteers. Any breach of Confidentiality of Information may result in dismissal and revocation action.

### **Compliance Responsibilities**

Compliance with the policy includes reporting of any violations or suspected violations to the to the facilitator, HIM or Muse employees, and/or HIM or Muse volunteers. Failure to report any breach of the



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policy could have serious consequences for participants. Violations of this policy may result in Muse and HIM taking appropriate action including potential dismissal and revocation.

**Other Requirements**

At time of registration in the ‘Unleash Happiness’ workshop, all participants must review and sign the Code of Conduct and give it to HIM to provide to Muse. By signing the Code of Conduct, this confirm participants have:

- Received a copy of the policy,
- Read it,
- Understand it, and
- Sought additional information if required to assist understanding of it.

Participant’s signature through electronic or digital means also indicates that the participant is aware of and agrees to adhere to this Code of Conduct.

Participant’s Full Name: \_\_\_\_\_  
Printed

Participant’s Phone Number: \_\_\_\_\_

Participant’s Email Address: \_\_\_\_\_

Participant’s Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_