

# 2. CODE OF CONDUCT TEMPLATE

*Title: Code of Conduct for Trainer / Contractor Collaboration*

## 1. Purpose

This Code of Conduct defines the working standards, expectations, and agreements between the trainer/contractor and the organisation/partners to ensure clear, ethical, and effective collaboration.

## 2. Scope of Work

- Description of role:
- Key tasks and responsibilities:
- Expected deliverables:
- Level of autonomy vs coordination:

## 3. Roles & Responsibilities

- Main contact person:
- Decision-making structure:
- Responsibilities of organiser:
- Responsibilities of trainer/contractor:
- Responsibilities of other team members:

## 4. Communication & Information Flow

- Communication channels (e-mail, WhatsApp, Slack...):
- Response time expectations:
- Frequency of check-ins:
- Information sharing standards:
- Documentation and reporting expectations:

## 5. Financial Conditions

- Fee (amount + currency):
- Tax responsibilities:
- Payment method:
- Payment deadline (e.g. 30 days after invoice):

- Advance payments (if applicable):
- Coverage of costs (travel, accommodation, materials):

## **6. Timeline & Deadlines**

- Key dates (preparation, delivery, follow-up):
- Deadlines for deliverables:
- Planning expectations:
- Flexibility rules (what can/cannot change):

## **7. Cancellation & Changes**

- Cancellation policy:
- Cancellation fees (percentages/timeframes):
- Conditions for rescheduling:
- Compensation for last-minute changes:

## **8. Collaboration with Other Trainers/Contractors**

- Roles distribution:
- Coordination expectations:
- Decision-making in team:
- Conflict resolution approach:

## **9. Boundaries & Red Zones**

- Non-negotiable conditions:
- Limits on workload and availability:
- Tasks outside agreed scope:
- Behaviour that is not acceptable:

## **10. Safety & Safeguarding**

- Responsibility for participant safety:
- Inclusion and non-discrimination standards:
- Behavioural expectations toward participants:
- Protocols for unsafe situations:

## **11. Extreme Situations & Risk Management**

- Late payment protocol:

- Conflict escalation process:
- Non-performance or breach of agreement:
- Emergency situations (health, safety, logistics):
- Exit strategy (when collaboration ends early):

## **12. Professional Standards**

- Quality expectations:
- Ethical guidelines:
- Confidentiality:
- Representation of organisation/project:

## **13. Freelancer Sustainability**

- Capacity limits:
- Availability outside working hours:
- Backup plans (if trainer cannot deliver):
- Personal safety nets (optional to disclose):

## **14. Agreement & Alignment**

This document reflects mutual understanding and is used alongside formal contracts where applicable.

- Date:
- Name (Trainer/Contractor):
- Name (Organisation/Partner):
- Signature (optional)