

What do we expect from each other?

We want to foster a friendly, safe and inclusive working environment, one that enables successful collaboration and sense of belonging for everyone. Everyone has a right to have a voice, to be heard and to contribute and participate in our work community as their whole selves.

Our **Code of Conduct** outlines how we treat each other. It is based on our belief in **respecting, celebrating and leveraging our unique differences in order to become a better company.**

We believe that people are fundamentally good. However, we are on a **learning journey towards being more inclusive**, which means that occasionally mistakes do happen.

With love,
Your **diversity, equity & inclusion team**



Our Guidelines



Consideration

- We act gently and use language that is not intimidating, judgemental, or condescending.
- We spare our colleagues unwelcome comments or questions about their personal lives.
- We refrain from initiating unwelcome sexual attention, sexualized comments or jokes.

Communication

- We are considerate and respectful in our speech and actions. We accept and welcome multiple viewpoints.
- We act, speak and joke in a mindful and inclusive way, particularly when gender, sexual orientation, race, religion, disability or age is concerned.
- We are careful when bringing up sensitive topics related to death, sex, violence, self-harm or discrimination of any kind. When we bring such topics up we use a trigger warning (TW).

Collaboration

- Mistakes happen and we don't expect everyone to be perfect. Communication is hard.
- If someone behaves in a non-inclusive way, we help them learn to be better and improve next time. We all are on a learning journey.
- We participate in an authentic and constructive way. We attempt collaboration and mutual understanding before conflict.
- We start by checking if our own behaviour is inclusive. We don't resort to blaming others.