

## **Code Of Conduct**

This Code of Conduct forms part of your contract for working with Bravo Events and we expect you to follow this guidance at all times. If there is anything you would like to discuss further please contact one of the Company Directors.

1. You will not behave in a way that could be construed as racist, sexist, homophobic or in any way discriminatory to other persons.
2. We expect you to be punctual to all calls. Work starts at the call time so please make sure you have allowed time for parking your car, making coffee etc. beforehand. If events arise that are out of your control that will cause you to be delayed or unable to work, we expect you to make every effort to contact us ASAP.
3. Your appearance should be tidy and appropriate to the work you have been contracted to do. If you have been provided with Bravo Events branded clothing we expect you to wear it whilst undertaking work for us or clothes without other company branding.
4. Whilst working with Bravo Events you are representing the company and we expect you to be respectful of the people, equipment and buildings you are working with. If you are unsure of how to operate something or the best way to solve a problem, please ask. If you cause any damage that could have been avoided by following these procedures we may deem it necessary to dock money from your fee to cover any costs incurred.
5. Please do your best to avoid conflicts with colleagues, clients, suppliers, venue managers etc. If a disagreement occurs that you can't amicably resolve, you should refer them to a Company Director. We'd rather you asked us lots of questions and prevented problems and breakages than try and figure it out on your own and leave us with issues to deal with later on.
6. We expect professional behavior from the people we work with. This includes, but is not limited to: appropriate language around colleagues, especially not swearing in front of children; sensitive use of your mobile phone e.g. turning it off during rehearsals and performances, not using in view of the audience etc.
7. You must never be under the influence of alcohol or drugs. This includes any residual effects the "morning after". We take this very seriously and reserve the right to turn you away from site if we feel it would be unsafe to let you work. This will result in disciplinary action, including an appropriate reduction in fee. We also urge caution with prescription drugs that may cause drowsiness. Please discuss this with us if you have any concerns.
8. You must not take advantage of your work with Bravo Events to further your own interests. By this we mean that if you accept additional work or payment from our client in your own right as part of the same job we will deem this a conflict of interest and you will be subject to disciplinary action and possible termination of your agreement.
9. As a freelancer we expect you to arrive ready for work with standard tools and PPE you need to complete the work you have been contracted for safely and efficiently. If you think you are likely to need specialist equipment that you do not have available, please discuss this with us as far in advance as possible.

10. Bravo Events expects its freelancers to have Public Liability insurance to an appropriate cover for the work they are undertaking. You may be asked to present a copy of your certificate for our records. If this is a issue let us know.
  
11. It maybe nessesary for freelancers to undergo DBS or other checks. If this is the case we would request that the freelancer signs up to the DBS upgrade service to help with future work.
12. Photography / recording must not be undertaken without permission from Bravo Events or the event management
13. Bravo Events is not liable for any employee tax and casual staff are to be paid via invoice for agreed amount in advance (See Freelancer Contract).

### **Company Property:**

- All documents, Manuals, Hardware and Software provided for use are jointly owned by the directors of Bravo Events and should be maintained by both parties.
- Documents and Contact information **MUST** be stored on Bravo Events be stored in a secure location (Office 365) in accordance with GDPR.
- All company decisions must be made jointly between the two directors
- Any damaged equipment must be reported and taken out of use

### **Use of own vehicles for business**

Use of own vehicles are required due to working across multiple sites. Vehicles must have business insurance, taxed and insured to be used and milage claimed. Fuel costs are to be agreed in advance and added to invoice for payment. Milage will be paid at **45p per mile**.

### **Use of Bravo vehicles**

Use of Bravo Vehicles maybe required. These must be driven within all laws and speed limits along with a current valid driving license with a copy held by Bravo Events. A copy of our breakdown cover & insurance is in the glove box of each vehicle. Bravo events is not liable for any parking or other tickets obtained.