

# CODE OF CONDUCT

**Effective Date: December 1st, 2023.**

Word from the Boundless Crew:

At Boundless Life, we are committed to maintaining an open and inclusive environment that values diversity, promotes mutual respect, and encourages the well-being of every member. Our community thrives on the collective strength of its individuals and the positive impact each person brings. Our commitment extends through the following items.

## **A Shared Commitment: Upholding a Culture of Respect and Inclusion**

We believe in fostering a sense of belonging for all members of our community, irrespective of background, identity, or perspective. We celebrate our differences and recognize that a vibrant and inclusive community is built on the foundation of mutual respect.

## **Serious Commitment to Well-Being: Addressing Breaches of the Code of Conduct**

While we cherish our diversity and commitment to openness, we also recognise the importance of maintaining a safe and supportive environment for all community members as well as our Boundless Crew. Breaches of our Code of Conduct can have a profound impact on the well-being of individuals and the community as a whole.

## **Addressing Breaches Responsibly**

We take breaches of our Code of Conduct seriously and are dedicated to addressing them promptly and responsibly. Our commitment to accountability ensures that everyone can participate in our community without fear of harassment, discrimination, or harm. Please also see the escalation and expulsion section below.

## **Together, We Thrive: Reporting and Resolution**

Our community encourages open communication. If you witness or experience a breach of the Code of Conduct, we encourage you to report it to the General Manager of your location. Our procedures for reporting and resolution are designed to be fair, transparent, and focused on maintaining the well-being of the entire community.

By participating in Boundless Life, you affirm your commitment to upholding these principles and contributing to the creation of a supportive, respectful, and inclusive living environment for all.

Thank you for being a valued member of our community.

*The Boundless Crew*



## **General Conduct:**

### **1. Mutual Respect and Inclusion**

We celebrate the diversity of our community and all our community members. Respect for one another, regardless of background, identity, or perspective, is fundamental to our shared experience. Embrace inclusivity in all interactions within our Education Centres, Boundless Homes, experiences, events, activities, and coworking spaces. Boundless Life expects the same commitment towards all locals as well as the local community. Your behaviour is a reflection of all our community and Boundless Life aims to be a respected and welcomed member of all local communities where it is established.

### **2. Safety and Well-Being**

Your well-being and that of your fellow community members is paramount. Be mindful of safety guidelines within shared spaces, including coworking areas, communal living spaces, and during experiences, events and activities. Report any safety concerns promptly to the designated authorities and Boundless Crew members.

### **3. Collaborative Learning and Professionalism**

In our Education Centres and coworking spaces, foster an atmosphere of collaborative learning and professionalism. Encourage knowledge-sharing and maintain a respectful and focused work environment. Support the growth of fellow community members.

### **4. Responsible Use of Shared Spaces**

Respect the shared spaces within our community, including common areas, Boundless Homes, coworking spaces, Education Centres and recreational areas. Keep these spaces tidy and be considerate of noise levels to ensure a comfortable living and working environment for all.

### **5. Inclusivity in all activities**

Participate in experiences, events and activities with an open mind. Embrace the diverse interests of the community and be respectful of cultural differences. Contribute positively to the collective experience by fostering a sense of unity and camaraderie.

### **6. Environmental Responsibility**

Be mindful of your environmental impact. Reduce, reuse, and recycle whenever possible. Contribute to a sustainable community by conserving resources and promoting environmentally friendly practices.

### **7. Conflict Resolution**

Should conflicts arise, approach resolution with an open heart and a commitment to understanding. Utilise the designated channels for conflict resolution provided by Boundless Life to address issues promptly and constructively.



## **8. Compliance with Local Laws and Regulations**

Adhere to all local laws and regulations during your stay in our community. This includes respecting noise ordinances, property regulations, and other legal requirements.

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## **Children and Education:**

In line with our education Manifesto, Boundless Life is committed to providing a safe, inclusive, and respectful learning environment for all students. The following outlines the expectations and standards of behaviour for students attending the Education Centres:

### **1. Open-Mindedness:**

Students are encouraged to approach new ideas, perspectives, and experiences with an open mind. Embracing diversity and different viewpoints contributes to a rich and dynamic learning community.

### **2. Social Responsibility:**

Students are expected to actively engage in social interactions, fostering a sense of community within the Education Centre. Cooperation, collaboration, and empathy towards fellow students and staff are essential components of our educational environment.

### **3. Inclusivity:**

Inclusion is a core value at Boundless Life. Students are expected to be inclusive and welcoming to all individuals, respecting differences in background, abilities, and perspectives.

### **4. Respect for Staff and Peers:**

Respectful behaviour towards staff, teachers, and fellow students is fundamental. Politeness, courtesy, and consideration are essential aspects of creating a positive and supportive learning environment.

### **5. Zero Tolerance for Violence, Discrimination, Unresolved Conflict, Bullying, and Harassment:**

Any form of violence, discrimination, unresolved conflict, bullying, or harassment is strictly prohibited. Boundless Life maintains a zero-tolerance policy for behaviours that compromise the well-being and safety of others.

### **6. Integrity and Honesty:**

Dishonesty, plagiarism, and cheating are strictly prohibited. Upholding academic integrity is vital to the educational experience at Boundless Life.

### **7. Preparedness:**

Students are expected to arrive at class with all relevant educational materials, technological devices, and any other necessary resources. Preparedness contributes to a focused and efficient learning



environment. Children must also ensure they bring a reusable water bottle, indoor shoes and backpack everyday.

### **8. Positive Communication:**

Effective and positive communication is encouraged. Students are expected to express themselves respectfully, actively listen to others, and engage in constructive dialogue.

### **9. Responsible Use of Technology:**

When utilising technological resources, students are expected to do so responsibly and in accordance with policies. Respect for digital etiquette and responsible online behaviour is imperative. Video games, chat applications, and any other electronic devices or toys not required for educational purposes are strictly prohibited.

### **10. Participation and Engagement:**

Active participation in class activities, discussions, and extracurricular events is encouraged. Engaging in the learning process contributes to personal growth and a vibrant learning community.

### **11. Respect for Property and Environment:**

All students are expected to treat the Education Centre and all property, including classrooms, equipment, and common areas, with the utmost respect. Vandalism, intentional damage, or any behaviour that shows a lack of consideration for the Education Centre environment is strictly prohibited.

#### Students shall:

Refrain from defacing, damaging, or destroying any Boundless Education property.

Keep classrooms, common areas, and facilities clean and tidy.

Use equipment responsibly and report any damage promptly to the appropriate authorities.

Demonstrate consideration for the shared learning environment and the belongings of others.

### **12. Communication with Parents/Guardians:**

In the event that a student needs to contact their parent or guardian, they are required to seek assistance from a designated Crew member. Students should refrain from using personal devices without explicit permission and are encouraged to approach a teacher, counsellor, or other authorised staff to facilitate communication.

This is to ensure the orderly flow of communication and to address any concerns or emergencies in a timely and appropriate manner. Crew members will assist students in contacting their parents or guardians and will provide necessary support as needed.



Exceptions to this policy may be granted in exceptional circumstances, with prior approval from Crew. It is essential for students to prioritise their education during learning hours, and any non-emergency communication with parents or guardians should be conducted through the designated channels.

By adhering to this, students contribute to a focused and productive learning environment, while also ensuring that parents and guardians are kept informed in a coordinated and effective manner

### **13. Health and Attendance:**

All students are expected to attend class in good health to create a safe and supportive learning environment for themselves and their peers. In the event of illness, students should prioritise their well-being –and that of others – and stay home until they have fully recovered to prevent the spread of illness within the community.

Parents or guardians are responsible for assessing their child's health and determining whether the child is well enough to attend school. If a student is unwell, showing symptoms of illness, or has a contagious/potentially contagious condition, it is imperative that the student stays home for a reasonable period until they are no longer a risk to others.

In cases of prolonged illness, parents or guardians are requested to notify the Education Centre promptly, providing information about the nature of the illness and an estimated duration of the absence. This proactive communication helps support the student's academic progress during their absence.

Boundless Life will follow local government and/or health authorities guidelines in disease prevention at all times.

### **14. Caretaking of Personal Property:**

Students are responsible for the care and safekeeping of their personal belongings. To ensure the security and identification of personal property, all items brought to school should be properly labelled with the student's name. This includes, but is not limited to, backpacks, textbooks, electronic devices, and other personal items.

It is the responsibility of each student to keep track of their belongings at all times. Boundless Life is not liable for the loss, theft, or damage of personal property, and students are encouraged to exercise caution and vigilance in safeguarding their possessions.

Additionally, students are advised not to bring unnecessary valuables to the Education Centre. In the event that a student misplaces an item, they should promptly report the loss to a staff member, who will assist in locating the missing item if possible.



By conscientiously labelling and taking responsibility for personal property, students contribute to a secure and organised school environment, fostering a sense of accountability and respect for individual belongings

### **15. Reporting Concerns:**

Students are encouraged to report any concerns or violations of the Code of Conduct to the Boundless Education Crew promptly. Open communication helps maintain a safe and supportive learning environment.

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## **Parental Involvement**

### **1. Parental Role Modelling and Respect for Authority**

Parents and guardians are pivotal contributors to creating a secure and respectful learning environment at Boundless Life. Their responsibilities include serving as positive role models for both their children and the broader Boundless Life community. Acknowledging and respecting the authority of the Education Lead and adhering to the curriculum are essential aspects of parental involvement.

### **2. Communication and Well-being Responsibilities**

Effective communication with all Boundless Crew, along with ensuring their child's well-being through adequate rest and appropriate attire, is crucial. Parents are expected to prioritise regular and punctual attendance, encourage active learning, and be receptive to feedback on their child's behaviour as an opportunity for growth.

### **3. Trust in Boundless Educators and Adherence to Policies**

Trusting the expertise and intentions of Boundless Educators is paramount, as is familiarising themselves with relevant policies, particularly those related to safeguarding and behaviour. Parents play a supportive role in their child's adherence to behaviour rules and must promptly communicate any absences or late arrivals to the Education Centre.

### **4. Engagement in Academic Progress and Procedural Adherence**

Collaboration with staff in addressing disciplinary issues, adherence to social media restrictions & family privacy preferences, and active engagement in their child's academic progress are further responsibilities. Parents must follow specific procedures for pick-up permissions and adhere to drop-off and pick-up times, with prior notification for any deviations.

### **5. Utilisation of Resources and Permission Protocols**

Utilisation of provided daily meals, adherence to guidelines for field trips, and seeking permission before using Education Centre premises are additional expectations. Parents are required to obtain



explicit permission before entering classrooms and address concerns by initially communicating with the involved educator, escalating to the Education Lead if necessary.

## **6. Community Values and Supportive Engagement**

Treating all community members with kindness and respect, refraining from discrimination or negative comments or gossip, and actively supporting other families align with the overarching values of the community and the mission of Boundless Life.

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## **Coworking Hub**

These principles are essential to create a conducive and respectful environment. It outlines the expected behaviours and norms that contribute to a positive and collaborative atmosphere within our Coworking Hubs. By adhering to these, individuals ensure a seamless and harmonious coexistence, fostering professionalism, mutual respect, and consideration for fellow coworkers. This shared understanding promotes a productive workspace where everyone can focus on their work, engage in meaningful collaboration, and enjoy the benefits of a well-maintained and inclusive coworking community.

### **1. Respect for Others:**

- Treat fellow coworkers, Crew, and guests with courtesy and respect.
- Maintain a quiet and focused environment to support productive work for all.
- Avoid disruptive behaviour, including loud conversations and excessive noise.

### **2. Shared Workspace Etiquette:**

- Keep workspaces clean and organised, leaving them as found or better.
- Utilise shared resources responsibly, such as printers, copiers, and office supplies.
- Personal items should not encroach on common areas or disrupt the workspace flow.
- Utilise headphones/headsets for calls and online meetings and, where possible, conduct these within a private meeting space or booth.

### **3. Professionalism:**

- Dress appropriately for a professional work environment.
- Use language and communication that is professional and inclusive.
- Respect the diversity of the coworking community.

### **4. Privacy and Confidentiality:**

- Respect the privacy of others and avoid eavesdropping on conversations.
- Refrain from sharing sensitive or confidential information about fellow coworkers without explicit consent.



### **5. Coworking Space Hours:**

- Adhere to designated operating hours for the coworking space.
  - Children should only be brought along when agreed upon by users of the space at the time.
- The co-working space is open for Community activities on weekends or during 'after hours' where appropriate. We ask for a 'clean as you go' approach at all times.

### **6. Community Engagement:**

- Participate in community events, workshops, and networking opportunities when possible.
- Contribute positively to the coworking community by fostering a collaborative atmosphere.

### **7. Internet and Technology Usage:**

- Use the facility's internet responsibly and refrain from bandwidth-heavy activities.
- Respect the coworking space's technology policies and guidelines.

### **8. Meeting Rooms and Shared Spaces:**

- Reserve meeting rooms in advance and adhere to reservation times where applicable
- Leave shared spaces tidy after use.
- Use meeting rooms when necessary.

### **9. Security and Safety:**

- Follow facility entry and exit protocols for security purposes.
- Report any safety concerns, maintenance issues, or incidents to facility management promptly.

### **10. Guest Policy:**

- Guests are welcome but must adhere to the same code of conduct as members.
- Prior notice to be given to the location General Manager.
- Members are responsible for the behaviour of their guests while in the coworking space.

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## **Community Living**

These principles serve as the bedrock for creating a harmonious and thriving communal living experience. In a shared or tight-knit living environment, where individuals and families coexist, these principles play a pivotal role in fostering a sense of community, cooperation, and mutual respect.

By adhering to these, community members contribute to the development of a positive and inclusive atmosphere, where everyone's needs are considered, and shared spaces are maintained with care. Clear guidelines on communication, privacy, and responsible resource usage ensure that the





experience is enriching and supportive for all. Embracing these not only establishes a framework for shared responsibility but also cultivates a strong foundation for lasting connections, making this community a place where individuals can truly feel at home.

**1. Respect for Privacy:**

Acknowledge and respect each other's personal space and privacy within shared living areas.

**2. Open Communication:**

Foster open and transparent communication to address concerns and maintain a positive living environment. Treating all community members with kindness and respect, refraining from discrimination or negative comments or gossip, and actively supporting other families align with the overarching values of the community and the mission of Boundless Life.

**3. Inclusivity and Diversity:**

Embrace and celebrate the diversity within the community, creating an inclusive and welcoming atmosphere for all.

**4. Shared Responsibility:**

Encourage a sense of shared responsibility for the well-being of the community, with each member contributing to a clean, safe, and supportive environment.

**5. Quiet Hours:**

Adhere to designated quiet hours to ensure a peaceful living environment for all residents.

**6. Community Events and Participation:**

Encourage participation in community events and activities to strengthen bonds and promote a sense of belonging.

**7. Conflict Resolution:**

Always emphasise open communication, mediation, and a collaborative approach to resolving disputes with each other.

**8. Safety and Security:**

Prioritise the safety and security of all community members, reporting any concerns promptly to the designated authorities and Boundless Crew.

**9. Child-Friendly Environment:**

Foster an environment that is considerate of families with children, promoting spaces and activities suitable for all age groups.



### **10. Respect for Common Areas:**

Maintain cleanliness and orderliness in common areas, respecting shared spaces and keeping them accessible to all.

### **11. Availability of Boundless Crew:**

Boundless Crew members are available to provide assistance and support exclusively during appropriate work hours. They should be contacted via the crew accounts as shared with you during the welcome week.

### **12. Responsible Pet Ownership:**

Families choosing to have pets are entrusted with ensuring the responsible ownership of their pets. This includes maintaining their pets' well-mannered behaviour, using leashes in shared spaces, minimising noise disturbances, promptly cleaning up after pets, and keeping them up-to-date on vaccinations, worming and flea treatments. Pet owners are solely responsible for the health, safety, and behaviour of their pets.

### **13. Continuous Improvement:**

Encourage a culture of continuous improvement, where community members actively seek ways to enhance the quality of life within the community living space.

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## **Escalation and Expulsion:**

At Boundless Life we prioritise the safety and well-being of all community members. In the event of behavioural concerns, we follow a detailed escalation policy.

The first instance of reported inappropriate behaviour or violation of any part of the Code of Conduct will result in a documented warning, communicated to the community members involved.

A second offence will lead to a second warning, with explicit communication about the potential for expulsion.

Upon a third violation, the resident will receive a final notice, and immediate expulsion will be enforced.

All three steps of the escalation process will be meticulously documented and communicated to the relevant parties.

Serious Code of Conduct breaches:



Any acts of violence, sexual misconduct, abuse, or harassment will result in an automatic and immediate expulsion without warning. Boundless Life also reserves the right to take appropriate action, including expulsion, for any behaviour that, at its sole discretion, warrants such measures. This includes but is not limited to disruptive conduct, repeated violations of community guidelines, or actions that pose a threat to the well-being of community members.

In cases of expulsion, community members are responsible for their own departure costs, including flights, transfers, and no refunds will be provided. The company reserves the right to exercise discretion in implementing these measures to ensure the safety and integrity of the community.

By participating in Boundless Life, you (children, parents, guests and all community members) acknowledge and commit to upholding this Code of Conduct. Your adherence to these principles contributes to the creation of a positive, collaborative, and inclusive living and working environment for all community members.

Signature of Community Member for myself, my family and potential guests:

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