Code of Conduct

At Leap Lab Pty Ltd, we are committed to creating a respectful, inclusive, and professional environment where all participants can thrive. This Code of Conduct outlines the expectations for behaviour during workshops, coaching sessions, and other engagements hosted by Leap Lab.

By participating, you agree to adhere to these guidelines to ensure a positive and productive experience for everyone.

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1. Respect for Others

- Treat all participants, facilitators, and staff with courtesy, respect, and professionalism.
- Avoid any behaviour, language, or comments that could be considered offensive, discriminatory, or harassing.
- Value diverse perspectives and foster an inclusive environment where everyone feels heard and appreciated.

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2. Confidentiality

- Maintain the confidentiality of all shared information, ideas, and discussions during workshops and coaching sessions.
- Do not disclose any personal or business details shared by other participants without their explicit permission.
- Respect the intellectual property rights of Leap Lab Pty Ltd and other participants, including workshop materials, templates, and proprietary methods.

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3. Active Participation

- Arrive on time, prepared, and ready to engage actively in all activities and discussions.

- Minimise disruptions by silencing mobile devices and avoiding unrelated activities during sessions.
- If participating online, ensure you have a stable internet connection and use a quiet, distraction-free environment.

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4. Professional Communication

- Communicate in a constructive, respectful, and collaborative manner, both in person and online.
- Avoid interrupting others or dominating discussions, ensuring equal opportunities for everyone to contribute.
- Raise concerns or provide feedback respectfully and directly, adhering to a solution-oriented approach.

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5. Prohibited Conduct

The following behaviours are strictly prohibited and may result in removal from the program without a refund:

- Harassment, bullying, or discrimination of any kind.
- Disruptive behaviour that interferes with the learning experience of others.
- Sharing, copying, or distributing materials provided during the workshop without prior consent.

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6. Responsibility for Actions

- Each participant is responsible for their own actions and contributions during the program.
- You agree to take ownership of your learning journey and respect the boundaries and time of facilitators and peers.

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7. Reporting Concerns

If you experience or witness behaviour that violates this Code of Conduct, please report it immediately to the facilitator or contact us at **caroline@leaplab.com.au**. All reports will be handled confidentially and with care.

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8. Consequences of Violations

Leap Lab Pty Ltd reserves the right to take appropriate action if this Code of Conduct is violated. This may include:

- Issuing a verbal or written warning.
- Removing participants from the session or program without a refund.
- Taking further legal or disciplinary action if necessary.

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9. Updates to the Code of Conduct

We may update this Code of Conduct from time to time. Any changes will be communicated to participants prior to their next session. Your continued participation constitutes acceptance of the updated Code.

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10. Contact Us

For any questions, concerns, or clarifications regarding this Code of Conduct, please contact us at:

- **Email:** caroline@leaplab.com.au
- **Address:** Leap Lab Pty Ltd, Brisbane, Queensland, Australia

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