



Code of Conduct

This Code of Conduct ("Code") establishes the principles and expectations for professional conduct and ethical behaviour not only for all employees but also temporary staff and customers of DocSim ("the organisation"). By participating in activities run by DocSim, you agree to adhere to this Code. Adhering to this Code fosters a positive, inclusive, and respectful work environment that aligns with our core values and organisational objectives.

This Code applies to all employees and participants of DocSim, regardless of their position or location. Temporary staff and customers of DocSims are also expected to adhere to this Code while working for or utilising the organisation's services.

DocSim does not tolerate any form of harassment or victimisation and expects all of its members, employees, and visitors to treat each other with respect, courtesy and consideration. All participants of DocSim are expected to read and agree to act by this Code of Conduct. Membership may be removed or suspended for failing to do so, and opportunities for members to take part in activities within and on behalf of the organisation may be restricted.

All participants of the organisation are expected to:

- treat other members with dignity and respect
- discourage any form of harassment by making it clear that such behaviour is unacceptable
- support other members who feel that they have been subject to harassment
- attend any mandatory organisational training put in place by the management team

"Harassment" includes, in particular, the following conduct, however carried out (including online):

- verbal or physical bullying or threats
- sexual harassment, including unwanted physical conduct, sexually explicit remarks or sexual assault
- racist behaviour or comments
- homophobic or transphobic behaviour or comments

- victimisation
- religiously motivated abuse

The organisation should designate one or more members of their Committee as 'welfare officer(s)' who will provide advice and support for organisation members about welfare issues and harassment complaints.

The organisation's designated welfare officer can be contacted for informal advice, including information on how to make a formal complaint, at admin@docsim.org.

Photography Policy

You hereby permit DocSim to use your likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration.

Refund Policy

All participants understand that sales are final, and DocSim offers no money-back guarantees. You recognise and agree that you shall not be entitled to a refund for any purchase under any circumstances. Where a workshop or experience is cancelled due to circumstances outside of organisational control, we will attempt to reschedule and provide this as soon as possible.

Technology and social media policy

Company technology and social media should be used responsibly and in accordance with company policies.

Confidential information must not be shared online or through social media platforms.

Members of DocSim are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Be mindful that what you publish will be public for a long time—protect your privacy.

Identify yourself—name and, when relevant, role at DocSim—when you discuss DocSim or DocSim-related matters and write in the first person. You must make it clear that you are speaking for yourself and not on behalf of DocSim.

If you publish content to any website outside of DocSim and it has something to do with work, you do or subjects associated with DocSim, use a disclaimer such as this: 'The postings on this site are my own and don't necessarily represent DocSim's positions, strategies or opinions'.