LEADERS OF TOMORROW

Student Code of Conduct

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Student Code of Conduct

Welcome to the Leaders of Tomorrow (LOT) community. This Code of Conduct sets out what we value, what we expect of every student, and how we keep our program safe, respectful and rewarding for everyone. It applies to all students at every stage of the program — online and in person, in sessions, in shared spaces, and in any communication connected to LOT.

By taking part in LOT, you join a community of people working to grow as leaders. This Code helps that community stay one where everyone can learn, contribute and feel they belong.

Our values and what we expect

LOT is built on a few simple commitments. We ask every student to live them:

- **Respect.** Treat everyone — fellow students, staff, partners and the wider public — with courtesy and dignity, even when you disagree.
- **Integrity.** Be honest in your work, your words and your conduct. Do what you say you will do.
- **Responsibility.** Take ownership of your learning, your commitments and your impact on others.
- **Inclusion.** Make space for every voice. Differences of background, belief, ability and opinion make our community stronger.
- **Growth.** Approach challenges, feedback and mistakes as chances to learn, for yourself and for others.

Respectful conduct

Respect is the foundation of everything we do. In practice this means:

- Listen actively and let others finish before you respond.
- Disagree with ideas, never attack people.
- Use language that is welcoming and free of insults, slurs or put-downs.
- Respect personal boundaries, privacy and property.
- Be mindful that what feels like a joke to you may not feel that way to someone else.

Attendance and participation

Your presence matters — to your own progress and to the people learning alongside you.

- Attend the sessions, activities and meetings you have committed to, and arrive on time.
- If you cannot attend, let the relevant staff member know in advance through the agreed channel.
- Come prepared, engage with the material, and contribute to discussions.
- Support your peers: participation is not only about speaking, but also about encouraging others and helping the group succeed.

Persistent unexplained absence affects your standing in the program and may be addressed through the process described below.

Academic and program integrity

We trust you to do honest work and we expect you to protect that trust.

- Submit work that is genuinely your own, and give credit where you have used someone else's ideas, words or materials.
- Do not plagiarise, fabricate, or misrepresent your achievements or circumstances.
- Do not help others to cheat, and do not share assessment material in ways that undermine fairness.
- Provide accurate information in applications, forms and program records.

Integrity breaches are taken seriously because they affect the fairness of the program for everyone.

Anti-bullying and anti-harassment

LOT does not tolerate bullying or harassment of any kind. This includes, but is not limited to:

- Insults, humiliation, intimidation or threats.
- Exclusion or persistent unkindness aimed at a person or group.
- Harassment or discrimination based on gender, race, ethnicity, religion, nationality, disability, sexual orientation, or any other personal characteristic.
- Unwanted physical contact or unwelcome attention.
- Spreading rumours, or sharing private information or images without consent.

If you experience or witness any of this, please raise it (see *Raising a concern* below). You will be taken seriously and treated with care.

Safeguarding: how to raise a concern

Your safety and wellbeing come first. If something makes you feel unsafe, uncomfortable or worried — whether it affects you or someone else — please tell us. You never have to handle it alone, and raising a concern is always the right thing to do.

You can raise a concern in any of these ways:

- Speak to any staff member you trust — for example a facilitator, supervisor or your program coordinator.
- Email our safeguarding contact at help@lotep.org.
- Open a Support Ticket in the platform, or email help@lotep.org.

If you or someone else is in immediate danger, contact your local emergency services first, then let us know as soon as you safely can.

We will listen, treat what you share sensitively, and only involve others on a need-to-know basis to keep people safe. We will not punish you for raising a genuine concern in good faith.

Technology and online conduct

The same standards of respect and integrity apply online as in person — whether you are in a virtual session, a group chat, a forum or on the platform.

- Keep online interactions kind, on-topic and constructive.
- Do not share login details, and protect your own account.
- Do not record, screenshot or share sessions, messages or other people's content without their consent and the permission of staff.
- Do not post or send material that is offensive, discriminatory, harmful or illegal.
- Protect your privacy and that of others: think before you share personal information.
- Follow any additional rules for specific tools or virtual rooms set by the staff running a session.

Consequences of breaches

We always prefer support and conversation over sanctions, and most concerns are resolved through a friendly, honest discussion. Where a breach is more serious or repeated, it will be addressed fairly through the program's disciplinary and complaints process. Depending on the situation, outcomes can range from an informal conversation and a reminder of expectations, through a documented warning, to — in serious cases — suspension or removal from the program.

You will always be told what the concern is, given a fair chance to share your side, and treated proportionately. If you ever feel a decision is unfair, you can raise it through the complaints process; a member of staff or your program coordinator can explain how.

Acknowledgement

By acknowledging this Code of Conduct, you confirm that you have read and understood it, and that you agree to uphold these values and expectations throughout your time with Leaders of Tomorrow. You also confirm that you know how to raise a concern if you ever need to.

Thank you for helping make LOT a community where everyone can learn, grow and belong.