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At the Hot Planet Repair Team, we require that all our members conduct themselves with dignity, honesty and integrity and act according to the highest standards of ethics, and behavior when dealing with our teams, our organization, our clients, colleagues and other stakeholders. This refers to but is not limited to, utter compliance with all legal obligations imposed by the law. This following code presents the minimum standards of behavior that must be met by all Hot Planet Repair Team members and teams. If these standards are not met, the Hot Planet Repair Team and its Governance team are entitled to take disciplinary action accordingly and/or dismissal will occur.

The purpose of this policy is to make it clear what HPRT expects from its members. Failure to comply with these demands and expectations may result in the dissolution of any involvement in HPRT. HPRT may introduce, vary, remove or replace this policy at any time.

MISSION STATEMENT

To bring all people and organizations on the planet together to implement planet repairing solutions, by creating alliances, developing standardized playbooks and innovative financing mechanisms.

Technology Use and Security in the Workplace

- To not make any statements to the media about HPRT's business, unless expressly authorized to do so by the Governance Team or the head of Media team.
- To not make any statements about HPRT on social media, or any other public platform, that may risk causing harm or tainting HPRT's image.
- To not record any zoom calls or meetings without permission from the Governance Team
- To not share any of our files, databases and digital workspaces and documents with anyone outside of HPRT's Founding core team without permission from the Governance Team.
- To not speak on zoom for over 5 minutes unless you have put your item on the agenda and have been authorized by the Governance team to take space.
- To consider how technology can have a toll on mental health and constantly upkeep good mental health through your personal life, so problems don't spill into HPRT.
- To not use HPRT's email to access sexually explicitly, illegal, offensive or inappropriate content or anything that could later create repercussions or taint the image of HPRT
- To not use HPRT's email or any digital membership privileges for personal use

Dress Code

- When working in HPRT on zoom and in meetings: to not wear any clothing with offensive phrases or with religious or political associations.
- When working in HPRT on zoom and in meetings: no Nudity or revelatory clothing permitted
- When working in HPRT on zoom and in meetings: to look presentable, clean and respectable.
- Casual Smart clothes or smart clothes are encouraged

Expectations, Culture and Engagement in Workplace

- Compliance with all HPRT workplace policies, procedures, rules, regulations and contracts.
- Compliance with all laws issued by the US Government.
- Compliance with all reasonable and lawful instructions given by or on behalf of HPRT.
- To be taken seriously and be counted on, each team member will provide HPRT with the number of hours they are willing to dedicate per week and will deliver accordingly in a disciplined, hardworking and efficient manner.
- To be honest and fair in dealings with customers, clients, co-workers, Company management and the general public, and to treat them with courtesy and respect.
- To be faithful and diligent, and actively always pursue HPRT's interests above the individual.
- To not accept any employment with any entity that is duplicating what HPRT is doing.
- To immediately disclose any conflict of interest that may arise (direct or indirect) within HPRT and affect any team member's performance and delivery, confidential information or reputational interests. Company may eliminate or reduce any of those conflicts of interests as they see fit and team members must comply with directions.
- To not show up to meeting, HPRT engagements or represent HPRT ever under the influence of drugs and alcohol and to remain competently sober under all HPRT executions.
- To ensure and maintain punctuality and respect team member's time.
- To maintain both during and after termination of time at HPRT with the confidentiality of any confidential information, records or other materials acquired during the course of working/volunteering with HPRT.
- At all times, behave in a way that upholds the Company's core values and the integrity and good reputation of the Company.
- Reporting any conduct of other workplace participants which is in breach of any of the above, or potentially in breach of any of the above, without delay.

HARASSMENT AND DISCRIMINATION

- To not discriminate based on personal characteristics including (but not limited to) sex, race, disability, pregnancy, age, marital status or sexual orientation.
- To choose team members according to merit and never based on race, sexual orientation, disability or other factors.
- To work in a safe and compliant manner: no discrimination, bullying, or racist behaviors towards team members, clients and partners.
- To address team members with respect and not invade their spaces beyond their designated work hours.

MEETING, WORK AND PERFORMANCE RULES

- To always address team members with respect and not invade their spaces beyond their designated work hours.
- To show up to meetings in a timely manner if expected there.
- To not send messages on the Telegram group chat that are not directly relevant to HPRT and to avoid sending messages that are not necessary even if they are slightly linked to HPRT. To be mindful that there are many people on the group chat.
- To not speak of irrelevant things in meetings and to stay on task.
- To avoid giving personal anecdotes and to waste time on zoom calls and to be mindful of how draining zoom can be.
- To deliver proficient, successful work in a timely manner according to deadlines. Failure to do so more than three times equips HPRT with the permission to temporarily or permanently reduce or eliminate any responsibilities and trust the team puts in your hands.
- To only commit to taking on jobs and responsibilities within HPRT if you know you can afford the time and the energy to deliver something of good value.
- To send Allen Witters, Jake Kelley or Paulina Villalonga a message if you want to include something in our meeting beforehand so they can insert it in the meeting Agenda plan. (If you are a founding member you can insert it yourself).
- To notify the governance team at least 3 days before a deadline if you are not able to complete a task on time.

HOT PLANET REPAIR TEAM CODE OF CONDUCT AND RULES OF ENGAGEMENT

- To commit to take your membership and involvement with HPRT very seriously despite it being a nonprofit and to treat it and its other members and founders with respect, consideration by always delivering and never slacking.