



Directors: Ben Fitzgerald and Rosie Frost

KINDCODY POLICY - EXTERNAL CONFERENCES AND EVENTS

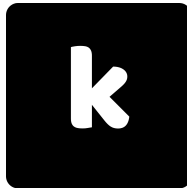
Revised: 10 APRIL 2021

Policy

1. KINDCODY is committed to the continuous professional development of all of its employees so as to enable them to achieve their maximum potential.
2. Attendance at external conferences, seminars and other events (hereafter events) can be a good step to achieving this while also providing a valuable opportunity to network and talk about KINDCODY.
3. It is recognised that occasionally these events may take place during working hours. If this is the case then approval should be sought to attend the event following the protocol below.

Protocol for attending external events during working hours:

4. All staff are encouraged to attend external events relevant to KINDCODY and to keep an active eye out for events that may be of relevance to themselves or other KINDCODY employees.



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5. When an event of interest has been identified, the employee wishing to attend should contact their line manager, outlining:
 - 5.1. A brief summary of the event;
 - 5.2. Why they think it is relevant;
 - 5.3. The anticipated time out of the office, and;
 - 5.4. Whether there is any cost involved.

6. Generally, approval will be given assuming line management are satisfied that the event is relevant and, if there is cost involved, that it is judged to be worth the investment. (Should there be an associated cost, the employee may be asked to fill out an Expenditure Request Form).

7. Only two employees of KINDCODY should attend the same event unless there is significant cause for additional staff to attend.

Attendance and follow up

8. Where an employee has taken time out of office hours to attend an event they are expected to take a full note of the event and network as appropriate.

9. On returning to the office, the employee should prepare the note either as an email bulletin of a presentation (depending on what is most appropriate to the situation) to share with the rest of the office and follow up with any contacts made.



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10. All notes from events should be saved in P.12 on the T: Drive in the appropriate folder.

Entry into Force

11. This policy is effective immediately.

Chris Frost, Chief Operating Officer