



## Code of Conduct

Do not place yourself in a situation where you are alone with any Adviser. Try to make sure that there are several students and, where possible, another adult at any meetings.

Do not get in an Adviser's car by yourself, or ask an Adviser for a lift for yourself alone (although groups may be transported where there is suitable insurance cover in place).

Do make sure that any Junior Achievement activities where you will be acting outside the normal activities of the school (e.g. Trade Fairs, Skills training workshops etc.) are agreed and approved by your Link Teacher/Lecturer in advance. You may also need your parent's or guardian's consent for some activities.

Always treat your adviser with the upmost respect

Remember that your Adviser is a Volunteer and may have work or/and family commitments. If you need to change the date or time of meetings, make sure your Adviser is informed.

Please remember that your Adviser may not be aware of school holidays. For example, if your company is not meeting because of half-term, make sure your Adviser knows.

If, at any time, you have any concerns about the behaviour of a Junior Achievement Adviser, talk to your Link Teacher about it. It may be a simple misunderstanding that can quickly be sorted out before it becomes more serious.

If you follow these simple guidelines, you and your Adviser will work confidently together in mutual respect.