



AMBASSADOR CODE OF CONDUCT

It is our intention to establish Small Business Ambassadors™ as an initiative synonymous with the highest quality standards providing a professional facility to education in bringing students face to face with 'Real' business people.

Each Ambassador is asked to carefully note the 'rules of engagement' with school age students which is a very sensitive area in which to work. Following these guidelines will ensure there is a fulfilling experience that will be of great benefit to the students and the business person alike.

1. As a pre-requisite, all Ambassadors will be required to have a Criminal Record Bureau check. This is a standard procedure that we will have to follow.
2. You must advise us immediately of anything that might have changed in your personal circumstances that might make you 'unsuitable' for participation in working with young people.
3. We have invested a great deal of time and effort in establishing this initiative and we ask that no 'freelance' activity be undertaken through our introduction to any outside body where we have specifically made the connection, or that the Small Business Ambassadors™ is used for gaining personal financial benefit by offering to sell business or personal services outside the Small Business Ambassadors™ programme.
4. As membership of this group is intended to cut across a range of business support organisations, it is asked that we all agree to be non-partisan in our approach, unless specifically agreed where it is of benefit to, and forms part of, the work we are undertaking.
5. In accordance with general best practice and procedure, Ambassadors may not knowingly put themselves in a position where they are alone with a student and must endeavour to be with several students and another adult at all times. The delivery process is intended to include two Small Business Ambassadors™ at any time, and we will insist that institutions we are visiting provide an appropriate number of support staff.
6. Ambassadors must ensure that no improper language is used and must not behave in any physical or verbal manner that could be offensive to the students or in a manner that could be interpreted by another observer as being offensive.
7. Ambassadors should remain politically neutral within the parameters of the programme, withholding any personal political comment.
8. The source and ownership of any material used on the Small Business Ambassadors™ programme must be explicitly acknowledged if given to or used by any other organisation during or after involvement with the programme.
9. Material provided by a Small Business Ambassador™ for use in the delivery programme will be acknowledged by BIG Solutions Ltd.
10. Prompt time keeping is an essential both in terms of keeping to promised dates as agreed and in arriving at the school premises at least 15 minutes before the notified start time of a session. Note: missing a session can be extremely disruptive for the young people in school and also damage the reputation of this initiative.

I agree to abide by this code of conduct

Name

Date

Please keep a copy for your information and send a copy to Education for Enterprise, Thank you.