



THE BURNT CHEF PROJECT AMBASSADOR SCHEME CODE OF ETHICS

The Burnt Chef Project Code of Ethics covers our general expectations of professional behaviour and conduct which Ambassadors agree to adhere to at all times whilst being part of the Ambassador Scheme.

Communication

1. Ambassadors agree to treat each other and anyone they communicate with during their role as Ambassador in a courteous and professional manner.
2. Ambassadors agree to treat conversations and information given to them via The Burnt Chef Project, and its community, as confidential.
3. Ambassadors will be open and transparent about the communication they have with fellow Ambassadors and The Burnt Chef Project community and are willing to share information with clients and sponsors about the processes and standards involved.

Integrity

1. Ambassadors will be suitably trained to signpost services provided by The Burnt Chef Project and their partners. Ambassadors must honestly represent their relevant experience, professional qualifications, certifications/accreditations to The Burnt Chef Project. Please see the Ambassador forum for access to the Ambassador documents and resources.
2. Ambassadors will ensure that no false or misleading claims are made, or implied, about their professional competence, qualifications, or accreditation in any published, promotional material, or otherwise. Ambassadors will attribute ownership of work, ideas, and materials of

others to the originator (The Burnt Chef Project or service provider) and not claim it as their own.

3. Ambassadors will disclose any conflict of interest and act within applicable law and not in any way encourage, assist or collude with conduct that is dishonest, unlawful, unprofessional, unjust, or discriminatory.
4. Ambassadors will encourage community members to get support via the best method of professional support utilising The Burnt Chef Resources, or external resources, to ensure that they are given the best form of professional help.

Confidentiality

1. When assisting members of The Burnt Chef Project community, Ambassadors will maintain the strictest level of confidentiality with all client and sponsor information unless the release of information is required by law.
2. Ambassadors will not share any business information relating to The Burnt Chef Project with anyone outside of the organisation.
3. Ambassadors will keep, store and dispose of all data and records of their community work including digital files and communications, in a manner that ensures confidentiality, security, and privacy, and complies with all relevant laws and agreements that exist in their country regarding data protection and privacy. If you require further details in relation to this, please contact The Burnt Chef Project team.
4. Ambassadors will treat all conversations with The Burnt Chef Project community as confidential and will not share personal details or details of the community members mental health or employment details unless the community member is in danger. This should be highlighted to The Burnt Chef Project team in order to make a call on the best action or if someone is in immediate danger call emergency services. In the UK 999, USA & Canada 911, Australia 000 and Europe 112.

Inappropriate interactions

1. Ambassadors are responsible for setting and maintaining clear, appropriate, and culturally sensitive boundaries that govern all physical and virtual interactions with community members or other stakeholders.
2. Ambassadors will strictly avoid pursuing, and refrain from engaging, in any romantic or sexual relationships with The Burnt Chef Project community members.

Conflict of interest

1. Ambassadors will not exploit The Burnt Chef Project or any of its community or partnerships or seek to gain any inappropriate financial or non-financial advantage from the relationship nor use The Burnt Chef Projects or any of its employees personal, professional or other data, without their consent.
2. To avoid any conflict of interest, Ambassadors will clearly distinguish a professional relationship with fellow Ambassadors or The Burnt Chef Projects community members from other forms of relationships.
3. Ambassadors will be aware of the potential for conflicts of interest, of either a commercial or personal nature, arising from their working relationship and address them quickly and effectively in order to ensure that there is no detriment to The Burnt Chef Project or any of its community.
4. Ambassadors will disclose any conflicts of interest openly and transparently with The Burnt Chef Project and if a conflict arises that cannot be managed effectively, they agree to withdraw from the relationship.

Ending Ambassador relationships and on-going responsibilities

1. Ambassadors will respect The Burnt Chef Project's right to end the engagement at any point in the process
2. If The Burnt Chef Project, or any of its employees, service providers or partners are brought into disrepute by an Ambassador, The Burnt Chef Project retains the right to end all such relationships

with an Ambassador immediately with potential legal action to be sought.

3. If any Ambassador is brought into disrepute, The Burnt Chef Project reserves the right to investigate claims made against the Ambassador and terminate all future relationships with said Ambassador.

Professional Conduct

Maintaining the reputation of The Burnt Chef Project

1. At all times, Ambassadors will behave in a way that reflects positively upon, and enhances the reputation of, The Burnt Chef Project and its professional service, ensuring that the use of technology (including emails, social media and messaging services) is aligned with professional standards.
2. Ambassadors will demonstrate respect for the variety of services and resources provided by The Burnt Chef Project in all verbal and written communications.

Acting Responsibly

1. Ambassadors will abide by The Burnt Chef Projects' statements and policies on inclusion, diversity, social responsibility and climate change. If you require further details, please contact The Burnt Chef Project team.
2. Ambassadors will avoid knowingly discriminating on any grounds and will seek to enhance their own awareness of possible areas for discrimination and bias, including in the use of technology or inaccurate or fake data.
3. Ambassadors agree to stay up to date with all modules added to The Burnt Chef Academy, and agree to undertake the latest models within 28 days of being added to their Academy account.
4. Ambassadors will be aware of the potential for unconscious bias and systemic injustice and seek to ensure that they take a respectful and inclusive approach, which embraces and explores individual

differences.

5. Ambassadors will challenge constructively and offer support to any fellow Ambassadors or community members who are perceived to be discriminatory or unwilling to take responsibility for their behaviour and actions. They agree to flag any such behaviour to The Burnt Chef Project team.
6. Ambassadors will monitor their spoken, written, and non-verbal communication for implicit bias or discrimination.

Breaches of professional conduct

1. Ambassadors accept that any breach of the ethics or code that The Burnt Chef Project represents, may result in sanctions, including loss of status and investigation into breach of ethics or behaviour.
2. Ambassadors agree that they will represent The Burnt Chef Project positively at all times and engage with them in the manner. If any ambassador has any queries they would like to raise with The Burnt Chef Project, they should do so directly via email to info@theburntchefproject.
3. If an Ambassador has reasonable cause to believe another Ambassador is acting in an unprofessional, unethical manner and, failing resolution they agree to report that person to The Burnt Chef Project.
4. If an Ambassador wishes to become an ambassador or representative for another project, business or organisation the ambassador should communicate this with The Burnt Chef Project and ensure permission is given.
5. The title 'Burnt Chef Project Ambassador' and the Burnt Chef Project Ambassador logo can only be used once all of the required training is complete, you have been interviewed, you have received a congratulations email and your profile features on the Burnt Chef Project website.

Benefits

1. Ambassadors should not receive any financial or other similar benefits which arise from their position as an Ambassador for The Burnt Chef Project. If there is any uncertainty, please speak to The Burnt Chef Project directly for guidance.
2. Ambassadors are eligible to a 10% discount on all purchases from theburntchefproject.com/shop by using code AMBASSADOR10

Excellent Practice

Ability to perform

1. Ambassadors will operate within the limit of their professional competence. Ambassadors should use the available resources to signpost people to support, training or advice services. They should not try to replace qualified and existing services in place and if ever unsure, contact The Burnt Chef team directly to ask for help with advice.
2. Ambassadors will be fit and healthy enough to carry out their duties, if they are not, or are unsure if they are able to do so safely for health reasons, they will seek professional guidance or support either via The Burnt Chef Project or via medical professionals.

Continuing development

1. Ambassadors will develop their level of competence by participating in relevant training and future focused, continuing professional development activities. This will be driven by content on The Burnt Chef Academy.
2. Ambassadors will systematically reflect on and evaluate the quality and relevance of their own role, and The Burnt Chef Project's work, through feedback from their ambassadorial community and place of work, to improve their practice and assist in shaping the future of The Burnt Chef Project.

Active Role

1. Ambassadors are expected to make a valuable contribution to The Burnt Chef Project community, that is appropriate to their level of experience and training. This may include informal peer support to fellow Ambassadors or the wider community.
2. Ambassadors make a commitment to be an active volunteer. This might take the form of signposting to services, checking in to see how people are doing, contributing content in the form of blogs, sharing news stories on social media, fundraising, delivering college talks and/or contributing to events or surveys as set out in the Ambassador Scheme document.

I agree to adhere to the above Code of Ethics and understand the above is required to begin, and continue, my role as an Ambassador for The Burnt Chef Project.

Signed

Date

Please sign, date and return to The Burnt Chef Project (via customerservice@theburntchefproject.com) where we will store it in your dedicated Ambassador folder.