



## **K.E.E.P Code of Conduct**

### **Hosting Collections**

1. If required, the visiting keeper shall be provided with a set of uniform for the duration of their exchange at no additional cost to the visiting keeper.
2. The hosting collection will ensure that a safe space is provided for all visiting keepers. Any form of discriminatory or abusive behaviour will not be tolerated, this includes but is not limited to:
  - a. Abuse based on visiting keepers' gender, race, religion, sexual orientation, or disability.
  - b. Collection bias, if there is a personal / professional issue between the two collections involved in the exchange, visiting keepers must not be victimised and to be treated as an independent individual.
  - c. Bullying, in any form from either management or keepers within host collection.
3. The host collection will ensure the safety of the visiting keeper is maintained by ensuring the keeper is adequately trained on all equipment, and procedures before working in high-risk areas.
4. In all situations in which PPE is required the hosting collection will provide the visiting keeper with adequate supplied to ensure correct H&S is maintained.
5. The collection will provide accurate information to the visiting keeper regarding concerns such as: the time and date of their placement, parking/public transportation options, accommodation options (if applicable), if any vaccinations are required to participate in the placement and if any relevant paperwork needs to be filled out before starting the placement.

If the hosting collection is found to violate any aspect of this code of conduct this may result in a ban on future exchanges between both from and to the hosting collection.