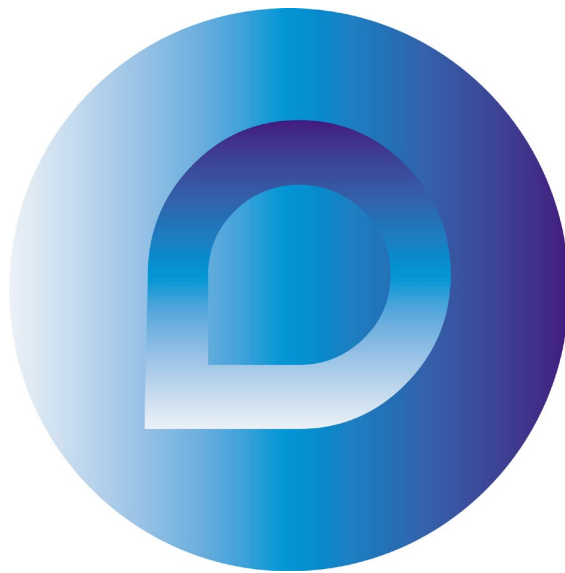


BDG Code of Conduct for Recording of Meetings



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BDG Code of Conduct for Recording of Meetings Involving BDG Staff

1. These guidelines DO NOT cover overt recordings for marketing, programme requirements, pedagogical or research purposes or minute taking. In such cases attendees will be advised that recording is to take place.
2. The By Design Group Ltd and associated companies (BDG for future reference in this document) is built on mutual respect and trust. We recognise that our staff rely increasingly on digital technology for everyday tasks and that smartphones, tablets and laptops make it possible, and at times advantageous, to record conversations and meetings with little more than a keystroke.
3. In a company which values the principles of consent and consensus however, the BDG will not condone the making of electronic or digital recordings of meetings (in person or virtually) or telephone calls, unless all participants have been properly notified and given their clear permission for recording to take place.
4. If a member of staff wishes to record a meeting, advance notice of 3 working days should be given and permissions secured from all participants.
5. Any recording of a meeting with BDG staff that is made without prior knowledge and agreement may be deemed a form of misconduct which could result in the BDG taking disciplinary action against the individual(s) concerned.