

AIR OCEANIC

BRINGING OCEANIA TOGETHER

Air Oceanic Staff Conduct Policy

Version 1.0.1

09/10/2025

1. Purpose

This policy outlines the standards of professional and ethical behavior expected of all Air Oceanic staff. Our aim is to foster a safe, respectful, and supportive environment that reflects the values of our virtual airline.

2. Scope

This policy applies to all staff members of Air Oceanic, including Board Members, Directors, and other appointed team leaders or coordinators.

3. Expected Conduct

3.1. Professionalism

- Conduct yourself respectfully in all communications.
 - Maintain a helpful, positive, and solution-oriented attitude.
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- Represent Air Oceanic appropriately in public spaces (including VATSIM, Discord, forums, and events).

3.2. Respect and Inclusion

- Treat all members equally, regardless of age, nationality, experience, or skill level.
- Discrimination, bullying, or harassment of any kind will not be tolerated.
- Listen actively and consider other viewpoints during team discussions.

3.3. Confidentiality

- Do not disclose sensitive information (e.g., internal decisions, disciplinary actions, or private member details) outside the staff team.

3.4. Activity and Responsiveness

- Respond to messages, emails, or tasks within a reasonable timeframe.
- Notify your relevant director or the Chief Executive Officer if you plan to be inactive for more than 7 days.

3.5. Conflict of Interest

- Avoid any situation where personal interests conflict with the interests of Air Oceanic.
- Disclose any potential conflicts to the Executive Director immediately.

3.6. Use of Authority

- Do not abuse your position for personal gain or to unfairly influence others.
- All decisions that affect members should be made transparently and with due process.

3.7. External Commitments

- Staff members must not hold a staff position at another virtual airline unless coordinated and approved by the Chief Executive Officer.
- This ensures that staff responsibilities are managed appropriately and conflicts of interest are avoided.

4. Breaches of Conduct

Violations of this policy may result in:

- A formal warning
- Temporary suspension of staff privileges
- Removal from staff roles

Serious breaches (e.g., harassment, data misuse) may result in permanent removal and reporting to relevant networks (e.g., VATSIM).

5. Reporting Misconduct

Any concerns about staff conduct should be reported to the Chief Executive Officer. All reports will be handled confidentially and investigated fairly.

6. Review

This policy will be reviewed regularly and updated as needed to reflect the growth and evolving culture of Air Oceanic.

7. Amendments

- This policy may be revised by the Executive Team at any time. Staff members are responsible for remaining up to date with the policy and complying with all amendments and alterations.
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8. Acknowledgment

By accepting a staff position at Air Oceanic, individuals agree to uphold the values, responsibilities, and expectations set out in this policy.

They commit to contributing to a respectful, professional, and inclusive environment, and understand that failure to comply may result in disciplinary action.