

TAG Community Code of Conduct

Version 1.0 – English

Effective Date: 1 November 2026

Document reference: TAG-COC-1.0-EN

Recommended website path: /en/code-of-conduct

1. Purpose

TAG aims to provide a safe, professional, inclusive and collaborative environment in which members, staff, guests, partners and participants can work, learn and build effectively. This Code of Conduct (“**Code**”) explains the behaviour TAG expects, what is not accepted, and how concerns and incidents can be reported.

This Code forms part of a business TAG Membership where the Membership Agreement incorporates it. For visitors and participants, compliance is a condition of access to TAG spaces, events, platforms and community activities.

2. Who and Where

This Code applies to:

- TAG Members and their Seat Holders, employees, guests and contractors.
- TAG staff, volunteers, partners, speakers, mentors, suppliers and event participants.
- Conduct at the TAG Location and TAG-organised or hosted events.
- TAG websites, community platforms, group chats, email, video meetings and social channels.
- External conduct directly connected to participation in TAG or materially affecting the safety or proper operation of the TAG community.

Every organisation bringing people to TAG is responsible for ensuring that they know and follow this Code.

3. Community Standards

Everyone is expected to:

- Treat others professionally, respectfully, honestly and considerately.
- Respect differences in background, identity, experience, expertise and opinion.
- Respect boundaries and consent, physically and digitally.
- Give constructive feedback without humiliation, intimidation or personal attack.
- Take responsibility for their conduct and follow reasonable TAG instructions.
- Intervene where safe, seek help or report concerning conduct.
- Use shared spaces and resources carefully and fairly.

4. Inclusion and Equal Treatment

TAG does not tolerate discrimination, exclusion or harassment based on characteristics including race, colour, ancestry, nationality, ethnicity, religion, belief, political opinion, sex, pregnancy, gender identity or expression, sexual orientation, marital status, age, disability, chronic illness, neurodiversity, socioeconomic background, or any other legally protected or personally relevant characteristic.

Disagreement is permitted; dehumanisation, stereotyping, hostility and personal attacks are not. Humour, intention or company culture does not justify conduct that can reasonably be experienced as intimidating, degrading, threatening or offensive.

5. Unacceptable Conduct

Prohibited conduct includes:

- Bullying, humiliation, belittling, insults, stalking or targeted social exclusion.
 - Sexual harassment, unwelcome advances, sexual comments or imagery, unwanted touching, or repeated contact after refusal.
 - Threats, aggression, violence, incitement to violence, weapons or dangerous materials.
 - Discrimination, hateful expression or intentional use of abusive labels.
 - Repeated interruption, shouting, intimidating proximity, or sabotaging another person's work, presentation or participation.
 - Disclosing personal data, private communications, images or recordings without valid consent or legal basis.
 - Photographing, filming or recording where privacy is reasonably expected or after an objection.
 - Retaliation against a person who reports a concern, sets a boundary, supplies information or assists an investigation.
 - Knowingly false or misleading allegations. An unsubstantiated report is not automatically a false report.
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6. Professional and Ethical Conduct

Do not use TAG for fraud, deception, corruption, unlawful trade, sanctions violations, intellectual-property infringement, cyber abuse or other unlawful activity.

Represent yourself, your organisation, expertise and relationship with TAG accurately. Membership does not imply TAG endorsement, investment, certification or partnership unless TAG confirms this in writing.

Respect confidential information and intellectual property. Do not view others' screens, take their documents or equipment, or share confidential conversations or business information without permission.

7. Use of Space

- Keep conversations, calls and audio at a volume appropriate to the zone; use a phone booth or headset where appropriate.
- Reserve meeting rooms fairly, respect time limits and cancel unused reservations.
- Leave every workstation and shared facility clean, safe and ready for use.
- Do not obstruct fire exits, walkways, safety equipment or accessible facilities.
- Use Access Credentials personally and do not allow unregistered tailgating.
- Report loss, damage, hazards, accidents or security incidents immediately.
- Do not smoke, vape, sleep or live at the Location.

- Use alcohol responsibly and only where TAG permits it; possession or use of illegal drugs is prohibited.

8. Workstations and Priority Zone

Flex Workspace

A Flex Seat Holder temporarily uses one available Workstation and has no right to a particular, numbered or consistently allocated Workstation.

Priority Zone

During each visit, a Priority Zone Seat Holder has priority to one Workstation within the Priority Zone designated by TAG, but not to a specific Workstation.

Priority Zone Workstations may temporarily be used by Flex Seat Holders when not required by Priority Zone Seat Holders who are present. If no Priority Zone Workstation is available, only TAG may ask a Flex Seat Holder to vacate a Workstation chosen by TAG and move to another available Workstation.

- Follow a relocation instruction from TAG calmly and promptly.
- A Priority Zone Seat Holder must not independently order another user to leave, move another person's belongings or claim a specific desk.
- TAG determines the temporary allocation for each visit.
- Every Workstation must be completely cleared at the end of each visit.
- Property may remain only in a separately allocated locker or storage facility.

9. Guests and Events

The inviting person or organisation is responsible for its guests. Guests must register, follow instructions and remain within permitted zones and times.

Events remain professional environments even where alcohol is served. Organisers and participants must respect capacity, accessibility, noise rules, consent for recording, and TAG instructions.

10. Digital Community

Use digital channels relevantly, professionally and safely. Spam, phishing, malware, harassment, doxing, unauthorised scraping, mass messaging, misleading promotion and adding people to lists or groups without an appropriate basis are prohibited.

Make clear when an opinion is personal. Do not use the name, logo, photographs or content of TAG or others in a way suggesting sponsorship or endorsement without permission.

11. Reporting

Immediate Danger

For immediate danger, violence, fire or medical emergency, call **112** and then alert a TAG staff member as soon as possible.

Non-Urgent Report

Report concerns or violations through:

- Email: ben@tag.space

- Confidential form: www.tag.space/en/code-of-conduct#report
- On site: **Ben van Leeuwaarde, Managing Director**
- Alternative if the report concerns that contact: **Tijs Nieuwboer, co-founder (tijs@tag.space)**

Where possible, state what happened, when and where, the people involved, witnesses and relevant documents or screenshots. Anonymous reporting is available through an unsigned written note handed to TAG staff or left at the TAG desk, but may limit investigation or feedback.

A good-faith report does not become misconduct merely because it cannot be substantiated. Intentionally misleading reports may constitute a violation.

12. Handling Reports

TAG will:

1. Acknowledge receipt as soon as reasonably possible.
2. Assess immediate safety and support needs.
3. Select a handler who is sufficiently independent and free from conflicts.
4. Where appropriate, hear the reporter, responding person and relevant witnesses.
5. Give the responding person a reasonable opportunity to address material allegations, unless an immediate temporary safety measure is required.
6. Limit information to people who reasonably need it.
7. Appropriately document findings and measures and inform involved persons to the extent permitted by privacy and law.

TAG aims to act carefully and promptly but does not guarantee a fixed timeline. Absolute confidentiality cannot be promised. TAG may share information where necessary for safety, legal advice, insurance, investigation or a legal duty.

13. Measures

Depending on severity, risk, repetition, context and cooperation, TAG may:

- Give an informal correction, meeting or Written warning.
- Propose behavioural agreements, training, support or mediation.
- Impose contact, guest, event, platform or access conditions.
- Temporarily remove a person from a zone, event, platform or the entire Location.
- Temporarily suspend access or Membership.
- Terminate Membership or cooperation under the applicable agreement.
- Recover loss where a legal basis exists.
- Inform police, emergency services, competent authorities, employer or client where necessary and lawful.

A temporary safety measure is not a final finding. Measures will be proportionate and consistent where possible, but earlier cases do not create binding precedent.

14. No Retaliation

Adverse treatment, intimidation, exclusion, threats or negative business action because of a good-faith report, boundary-setting, participation in an investigation or support for an involved person is prohibited. Suspected retaliation must be reported immediately and may independently lead to measures.

15. Other Rules

This Code does not replace law, employment agreements, whistleblowing procedures, Privacy Notices, House Rules or professional duties. Mandatory law prevails. Employees may also use their employer's process; TAG is not their employer merely because they use the Location.

16. Changes and Contact

TAG may amend this Code under the applicable agreement. New versions receive a version number and Effective Date. Material changes are announced.

ITEM	DETAIL
Policy owner	Managing Director, TAG B.V.
Conduct reports	ben@tag.space
Confidential form	www.tag.space/en/code-of-conduct#report
Emergency	112
Privacy Notice	www.tag.space/privacy
Version	1.0
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