

## Enforcement Responsibilities and Guidelines

**Community specialists** and **Technical Mentors** are responsible for clarifying and enforcing our standards of acceptable behavior and will take appropriate and fair corrective action in response to any behavior that they deem *inappropriate, threatening, offensive, or harmful which then breaks the code of conduct*.

After **two warnings**, the ultimate action for the most severe infringements will consist in the dismissal from the Programme and impossibility to reapply for the next two years.

Community specialists and Technical Mentors will communicate reasons for moderation decisions when appropriate.

### Scope

The Code of Conduct applies within all community spaces of the Programme accessible to learners (Email, Intranet and Slack) and concerns the content produced by learners and shared by the organizers, even when it is shared in platforms outside of the ones indicated above (ex. Whatsapp and telegram groups, youtube, social media etc). Please note that the Community and Program team can decide, after careful consideration, to not act against a reported case of infringement. All community specialists and Technical Mentors are obligated to respect the privacy and security of the reporter of any incident.

### Definitions

**Community and Programme Team:** it is composed by Community Specialists, Programme Specialists and Technical Mentors of the various Cohorts.

Abusive behavior can be distinguished into *two types*:

**Misuse:** wrong or improper use of Slack channels

**Infringement:** the action of breaking the code of conduct and guidelines of the SE Programme of ALX Africa, either consciously or otherwise. The infringements can be classified in three levels: \* Low infringements: ex. Copies codes from other students, self-publishing \* Mild infringements: ex. Use discriminatory language based on origine, culture, religion \* Severe infringements: ex. Plagiarism of programme content; Personal insults; Offering paid services; copy of code for project submissions

What will **not** be considered an infringement or misuse: ex. Poor or absent reaction of your project partners throughout the project.

**NB.** Some severe infringements can be considered a Criminal Offence according to the applicable law that ALX Africa observes. The determination of a case of Criminal Offense is based on what it is stated in Terms of Use, that explicitly mention the Laws that apply. The Community and Programme Team is responsible to report suspected cases of Criminal Offense to the Legal Department, which is going to decide if and which legal action to take and to keep contact with the offender henceforth.

### Reporting methods

#### Misuse

Everyone can report a misuse by selecting the option “*report misuse*” amongst the shortcuts available on slack.

### **Infringements happening on platforms other than Slack**

Everyone can anonymously forward a report by filling out this report form, available on the newsletter and the intranet, in the section “*concepts*”. Please note that we will ask you to provide us the following information:

- Level of the infringement (dropdown list): low infringement; mild infringement; severe infringement
- Date of the infringement: in this case, you can either state the date when the infringement occurred or when the reporter saw it
- Platform where the infringement occurs: ex. whatsapp or telegram groups, social media platforms, youtube, blogs etc
- Describe the infringement (provide as many details as possible – provide the link to the web platform where the infringement occurred):
- Optional: attach screenshot

### **Infringements happening on Slack**

Everyone can report an infringement by selecting the option “*report an infringement*” amongst the shortcuts available. It will lead the reporter to a small form to fill. Please note that we will ask you to provide us the following information:

- Level of the infringement (dropdown list): low infringement; mild infringement; severe infringement
- Describe the infringement (provide as many details as possible)

## **Flow and reaction**

### **Misuse**

The Community and Programme Team can delete the post - after a certain numbers of misuse, the user can be temporarily suspended from Slack, for a period of 2 weeks

### **Infringement**

Once the report is filled, the Community and Programme Team will review the entries and decide whether and how to intervene, based on the level of infringement. Each level is associated with a certain number of points, as follows: Low level = 1; Mild level = 5 points; Severe level = 10.

Actions that might be taken per number of points accumulated:

- < 5 points = 1st light warning
- = 5 points = 1st email warning
- > 5 points = 2nd email warning
- = or > 10 points = notification and consequent dismissal, with interdiction to reapply for the following 2 years

**Do you have any additional questions?** Feel free to contact any member of the Community and Programme team on slack