Code of Conduct

Codesmith

Guidelines

- Discussing conduct and violations can feel daunting and uncomfortable. That's okay! But we need to lean in when it feels uncomfortable.

- This is an interactive lecture - I'll ask for your feedback at various points, so I encourage you to participate!

- Please use the "raise the hand" feature for any questions!

Agenda - What is being covered

- What the purpose of the Code of Conduct is (i.e. the Why)
- What is expected of you by the CoC
- What is covered in the CoC
- What are some ways a violation can happen - Testing Your Skills
- How a violation can be reported
- No-retaliation policy
- What happen if a resident receives a violation (escalation process)
- Closing the Loop

What is the purpose of the Code of Conduct?

Goal of the Code of Conduct

The Code of Conduct is in place to foster a more open, welcoming, and inclusive environment. Our aim is to provide all residents with a safe and respectful space for learning.

The CoC also makes sure that all residents understand the expectations of their professional conduct at Codesmith, and provide residents with tools to advocate for themselves and others.

Ideally, violations won't occur, but the CoC allows us to maintain our standards of community and professionalism, and address violations to this when they occur.

Code of Conduct vs CS Resident Contract

The Code of Conduct and Codesmith Resident Contract are two separate documents. The Resident Contract outlines aspects of the Code of Conduct, but covers the breadth of all Codesmith program requirements, including (but not limited to) program hours, graduation requirements, tuition, intellectual property rights, and more.

The purpose of this lecture is to dive deeper into the Code of Conduct specifically so residents have a clear understanding of their expected professional conduct.

Residents are expected to adhere to all clauses on both the Resident Contract and the Code of Conduct.

What is expected of you?

What is expected of you by the CoC?

We expect you all to maintain **professional standards of behavior** which our programs are structured to encourage. This means being kind, courteous, and respectful to anyone you interact with at Codesmith, as well as behaving and interacting with others as you would in a workplace.

This applies at/in/on/during, but is not limited to:
- Official *(and unofficial)* Codesmith events (i.e. happy hours, talent shows, etc…)
- Classes/Lectures
- Peer coding projects and pair programming sessions
- Social media
- Online forums (i.e. Slack or Github)
- Zoom calls
- Codesmith-facilitated channels (i.e. cohort Slack workspaces, Codesmith Alumni Slack and Women & Gender Minority Codesmith Community Slack workspaces, Codesmith Alumni LinkedIn group, etc.).

What is covered in the Code of Conduct?

Code of Conduct Breakdown

There are two sections of the Code of Conduct - The "Minimum Academic Standards" and "Minimum Conduct Standards."

What do you think might be the difference between these two sections?

Minimum Conduct Standards

- **Harassment -** Improper or unwelcome conduct that might reasonably be expected or be perceived to cause offense, humiliation, or distress to another person.
    - **Sexual Harassment -** Unwelcome sexual advances or other visual, verbal, physical, or unwelcome conduct that creates a hostile or offensive environment based off someone's sex. Can be based off sex, pregnancy, gender identity, expression, or sexual orientation.
    - **Discrimination -** Unfair treatment of one or more members of a specific group. Can refer to age, gender, gender identity, race, religion, sexual orientation, political beliefs, citizenship, marital status, family status, disability, or neurodiversity.
    - **Bullying -** Unwanted, offensive or malicious behavior that targets someone or a group
    - **Retaliation -** Action against a person(s) involved in a CoC reporting process that can be considered to be retributive.

Minimum Conduct Standards

- **Inappropriate Language or Imagery**
  - Includes, but not limited to, any language (verbal or written) during lectures, PP, projects, workshops, on Slack, Zoom, socials, and meet ups (both official and unofficial)
  - **Sexual Language -** Any language that is sexual in nature, gratuitous, or reasonably inappropriate
  - **Political Language -** Commentary that is overly political in nature and incites violence or hate, and/or targets a specific group
  - **Excessive Communication to CS Team Members -** Via Slack, Email, Calls, etc.
- **Behaving in a manner that is detrimental to the success of others**
  - Any behavior that goes against ongoing constructive culture of CS
- **Improper use of Codesmith Platforms**
  - Slack - Includes making posts not relevant or appropriate to channel
  - Zoom - Includes inappropriate or distracting backgrounds/audio/video
- **Any conduct that could reasonably be considered inappropriate in a professional setting**
  - If you wouldn't do it at your job as a SE engineer, don't do it here!

Minimum Academic Standards

- Attendance
  - Attend all Morning & Mid-day Standups, Tech Talks, Lectures, Family Dinners
  - Work with your partner/group during pair programming/collab/group hours
  - Attend All scheduled meetings with team members (APCs, Office Hours, etc)
- Participation
  - Online - **Residents must have video on** during structured lectures with face in frame.
  - Onsite - Residents are expected to arrive to lecture area promptly for all lectures.
- Absences
  - All residents must submit in advance an absence or tardy request via the Absence Request form for approval.
  - Full-time programs have a max absence of 3 days/9 tardies. Part time has a max absence of 30 hours throughout program.
- Timely response to team member messages
  - Residents are expected to respond to all CS team members within one program day.

Minimum Academic Standards

- Plagiarism and Cheating
  - Plagiarism
    - Copying another person's coding and claiming it as your own. Particularly during any unit assessment or the CS grad assessment
    - Copying another person's resume bullets
  - Cheating
    - Collaborating with another engineer on personal assessments and submitting it as your own, individual work

Minimum Academic Standards

- **Completion of Required Coursework**
  - **APCs -** Residents are expected to come to all APCs with code refactored. Missing an APC or failure to refactor code may lead to a violation.
  - **Unit Assessments -** Residents are required to complete and submit all unit assessments on time.
  - **Grad Assessments -** Residents must pass parts one and two of the Graduation Assessment or Graduation Assessment Retake OR pass a technical interview conducted by an Instructor.
  - **Resume Submissions -** Resume submissions must be turned in by each deadline.
  - **Tech Talks -** Residents are required to give one Tech Talk during the Senior portion of the program. Once assigned, Tech Talks are not able to be moved or changed to a later date.

Minimum Conduct Standards

The CS Pledge:

In the interest of fostering an open and welcoming environment, we pledge to make participation in our community a harassment-free experience for everyone, regardless of age, body size, disability, ethnicity, gender identity and expression, level of experience, nationality, personal appearance, race, religion, or sexual identity and orientation.

At Codesmith we are committed to maintaining a safe workplace for all. Students are expected to follow our no tolerance harassment policy. Everyone at Codesmith has a responsibility to prevent and stop harassment - we expect every single student and team member to contribute to an inclusive and collaborative working environment and respect each other at all times.

What are some ways a violation can occur?

Let's test those skills!

Is this against our Code of Conduct?

Shane has come unprepared for two APCs thus far. It's clear that he has not made an effort to refactor his code or apply any of the advice the fellow who scheduled the APC gave him. When Shane arrived to his third APC, it was clear he had not followed the fellow's instructions, and what new code he did have he could barely walk through, suggesting he possibly got help with his APC but did not understand the code himself.

Is this against our Code of Conduct?

Maria told some other cohort mates that Caroline's application wasn't as complex to create since she used a tool to make the process more seamless.

Word got back to Caroline that Maria was saying these things and she expressed frustration to the fellows saying that Maria was discrediting her work.

Is this against our Code of Conduct?

A couple of days ago Pierre was reported to a team member by his cohort mate Alex. Pierre made inappropriate comments to Alex about some of the women in their cohort. Alex found this disrespectful, but wasn't sure what to do, so he reached out to a fellow to help intervene.

Pierre guessed that it was Alex who reported him. Pierre then began telling other cohort mates that Alex wasn't a strong coder and he was "awful to work with."

Is this against our Code of Conduct?

For their project presentation, Julia and Max thought it would be funny to include some memes in their slides. One of the memes showcased a scene from the cartoon *Family Guy* of man pointing a gun at Brian, the family dog. While this was intended to be funny, it made others visibly uncomfortable.

Is this against our Code of Conduct?

Emily and Sam are two residents who have been paired with Elliott and Michael for their first group project. Emily and Sam voiced frustration that they've been paired with Michael, as he's "too old" to understand the advanced technologies they want to utilize for their project. When slacking about this privately, one of them accidentally posted their comment in the random channel of the workspace, where everyone can see.

How can a violation be reported?

Who can I reach out to for help?

1. Reach out to a team member directly, such as your Program Coordinator, Fellow, and the Academic Team
2. You can fill out the Code of Conduct Violation Form (anonymous or not)
   a. *CoC Form Note: You can choose to keep this anonymous, though depending on the nature of the violation it may be hard to follow up without knowing all parties involved.*
3. Team members are required to report any conduct that may constitute a violation.
4. If something happened that isn't necessarily a violation, but that you want some support on handling, please reach out to our team, seniors, or your mentor!
   a. Ex. Want to give feedback to your PP partner who might not realize they're bulldozing but don't know how? We can pass on some advice!

Violation Report - Some Things to Note

1. We always encourage residents to have a one on one conversation when applicable. Often a one on one conversation can have the biggest impact.

2. However, we recognize that is not always feasible, and that is why we open the channel for residents to come to us if they witness violations or believe one to have occurred.

3. Reporting a violation is not "snitching" or being a "bad friend/colleague."

4. No-Retaliation Policy - Codesmith has a strict *no-retaliation policy* to protect individuals' rights to report a code of conduct violation. Any action that can reasonably be concluded to be retaliation against someone who reported or was involved in a Code of Conduct reporting process is prohibited.

What happens when a violation occurs

After a Violation is reported

1. When a violation report is made, the Programs Team begins an investigation of what occurred. We treat every investigation fairly and objectively, and speak to all parties involved. Investigations can take a couple of business days.

2. Violation Escalation Process
   a. Verbal Warning -
      i. Residents are notified that they've received a verbal warning. A form will be sent to outline the violation that occurred and expectations going forward.
   b. Written Warning -
      i. If a resident commits a second violation, or their first violation is severe enough to warrant it, they will receive a written warning. A form will be sent that residents must sign to acknowledge that the warning was received and expectations going forward. Often, but not always, written warnings include losing access to networking day and/or networking calls.
   c. Dismissal
      i. If a resident commits a final violation past the written warning, or commits a violation severe enough to warrant it, the resident may face dismissal from the program
   d. Codesmith reserves the right to skip any of these steps depending on the severity of the violation

After a Violation is reported

Some Important Notes:

1. When a violation is reported we communicate with all parties involved. We always do our best to keep the violation as confidential as possible. However, we may need to communicate with witnesses/people involved as necessary.

2. After the investigation process is completed and a course of action is decided, the Program Team will "close the loop" with any reporting/involved parties to inform them of the final decision.

3. Violations include the Resident Contract, Minimum Conduct Standards and Minimum Academic Standards.

Closing the Loop

We've learned
- What the CoC policy is
- What is covered in the CoC
- How to report a violation
- Violation steps and how they might escalate

The reason
- To uphold standards of safe and inclusion learning
- To make sure everyone feels comfortable discussing issues of conduct, even if it is uncomfortable at times
- To give you the tools to advocate for yourselves and each other

CoC Acknowledgement Form

You'll be sent out a CoC Acknowledgement Form shortly after this presentation. Please take a few minutes filling it out.

Thank you for joining us today!

Questions?