

Ghana Tech Lab Code of Conduct

About Ghana Tech Lab

Ghana Tech Lab (GTL) is established as a strategic ecosystem enabler to accelerate the position of Ghana as Africa's number one center for highly skilled digital workforce/human capital. We are Africa's ideal accelerator (Startups haven) and a fertile platform for innovative promising startups to grow through the provision of early-stage investments. Ghana Tech Lab's Community Code of Conduct is enforced to foster a productive learning environment for you.

By participating in the Ghana Tech Lab community services, you agree to:

- Cultivate a positive and supportive learning environment
- Communicate respectfully and considerately with all students, alumni, and Ghana Tech Lab and Partners staff
- Not share content that is obscene, illicit, threatening, or discriminatory
- Contribute constructively to discussions with fellow community members
- Notify Ghana Tech Lab immediately if you become aware of Honor Code or community violations at issues@ghanatechlab.com

Networking

While the purpose of the community is to connect you with other learners, we do not encourage you to share personal information such as email addresses, phone numbers, bank details mobile money details, and/or any other information that is unique to you in this public forum.

The following behaviors and other related ones would not be tolerated in the Ghana Tech Lab learning community:

- Harassment: Inappropriate, harassing, abusive, discriminatory, derogatory or violent comments or conduct.
- Discrimination: Offensive comments related to gender or gender identity, sexual orientation, race, ethnicity, religion, national origin, disability, or disease.
- Distributing inappropriate images: Use of sexual, violent, graphic, or derogatory images.
- Bullying: Deliberate intimidation, threats of violence, violent or abusive language, or other languages (e.g., comments on physical appearance), designed to intimidate, degrade, or shame another person.
- Sexual harassment: Unwelcome sexual attention.
- Cheating and plagiarism: Cheating and plagiarism. Please see the Honor Code for more information.
- Other harmful conduct: Obscene, fraudulent, indecent, or libelous acts that defame, abuse, harass, discriminate against, or threaten others
- Racism, Xenophobia, and Discrimination: any form of discrimination on race or originality are not welcomed.
- Personal Safety: It is the responsibility of all students to ensure the personal safety of their members for the duration of the acceleration program. This also applies to the use of the common facilities e.g. common area, other machines, etc. with due diligence and care

Attendance:

Being present and fully participating in all sessions of the training program is very essential.

All students are required to:

- be present for all the required training sessions from Monday to Saturday at agreed times
- Sign in and out on daily basis at the prescribed times to ensure their attendance is being recorded
- to seek permission and approval from the designated Project and Technical Lead if they are unable to make it for a class.
- to attain 85% attendance as part of the requirement for successfully obtaining a certificate at the end of the training program

By signing this document you have agreed to uphold the below values during the duration of the training program:

Commitment

Trainers and trainees are expected to appreciate and embrace every aspect of the training program. A high sense of commitment and urgency would be expected from all during the duration of the training program

Communication and Reporting

Trainees and Trainers as part of signing on this training program are to be

expected to ensure that, at all times, they are using the recommended communication channels and ensuring that they are receiving feedback. Defaulting this value might lead to expulsion from the training program after a decision from the disciplinary committee.

Channels of Communications

All complaint about GTL Programs, hub partners and activities should be channeled to issues@ghanatechlab.com

Steps and Procedures;

- Hub Trainer - Communicate and ask for assistance from your trainers any time you face any challenges
- Hub Program Lead - You can proceed to reach out to the program leads of your hub in the case you're not satisfied with the assistance provided by Cohort leads.
- Hub CEO - Trainees can proceed to report any challenges or issues faced during the program to the Hub CEO for further assistance. [Where applicable]
- Portal: You can also report challenges through PaSE Mobile App and Web App [Where applicable]

Example;

- You can use the complaint feature to report an issue on the App
- You can use the Contact GTL feature to contact Ghana Tech Lab should you need assistance

- The Forum Feature can also be used to ask for assistance on the App

Finally, you can send all your concerns and challenges through email to issues@ghanatechlab.com should all the above means of communication fail.

NB: You shall by no means use any channel of communication aside the ones stipulated in this code of conduct, Failure to comply would lead to expulsion from the program and all Ghana Tech Lab-related training programs.

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Respect

Signing up to this program demands that you show utmost respect to each and every individual you come in contact with for the entire duration. Any forms of disrespect of, mockery, disdain, ridicule against, gender, race, or ideologies would be forwarded to the disciplinary committee and sanctioned accordingly.

Violations

Ghana Tech Lab may take any action regarding your access to and/or use of the community, programs, portal, or site as it deems appropriate in connection with a

violation of this Community Code of Conduct, including, but not limited to, removal of your posts or other content, removing you from our programs with no stipends [where applicable], or removing you from any or all of our services.

Reporting

All reports of violations should be submitted to issues@ghanatechlab and will be reviewed to determine the appropriate course of action in a timely manner.

Declaration

I,..... (name of trainee), hereby acknowledge that I have read and fully understand the terms and conditions of the code of conduct prepared by Ghana Tech Lab and that I will comply with the same.

Kindly note that all COVID -19 and all safety protocols should be duly adhered to