



The WeThinkCode_ Handbook



Contents Page

Who we are	4
Where we come from	5
Our Mission	6
Meet The Team	8
Our Values	10
Our Sponsors	13
Alumni Testimonials	16
Your Quest	18
The Quest	20
What are you signing up for?	21
42 Coding Curriculum	22
Life Skills Curriculum	24
Attendance & Team Commitments	25
The Platform	26
How to Succeed on the Quest	28
42 Coding Curriculum	30
Life Skills Curriculum	31
Peer-to-Peer Reviews and Feedback	32
Types of Peer-to-Peer Reviews	33
Kudos Points	34
The Players	35
Four Campus Houses	36
Teams	38
Coders’ Cup	39
Coders’ Cup Days	40
Tools	41
Official Team Meetings	42
Official Team Meeting Format	43
Official Team Meeting with Campus Manager	44
Giving and Receiving Feedback	46
Tips for presenting in public	47
The Code	49

Congratulations!



You are in the **top 1%**.

You **conquered Selection Bootcamp**.

You are **#BorntoCode**.

Welcome to the **WeThinkCode_ family!**

Let the Quest begin...

Who We Are

Where we come from

Bringing 42 from Paris to Africa.

We are a school of the future.

Inspired by the success of Ecole 42 in Paris.

Bringing the 42 revolutionary way of learning to Africa.

Rooted in 20 years of research and implementation by the great Nicolas Sadirac and his team.

A world- class coding curriculum with a radical methodology.

WE

Own and manage
our learning journey

THINK

Critically to solve
programming problems
using the latest
technology

CODE

Using the mother of
all languages C

Our Mission

Our Mission

Our school is the first of its kind in Africa. We believe that African youth have the potential to recode the continent's future.

Our mission is to **SOURCE**, **DEVELOP** and **PLACE** world-class African digital talent globally through a network of tuition-free software engineering schools across the continent.



We democratise education.

- We source high potential youth across Africa, regardless of their socio-economic backgrounds and give them the chance to become world-class software engineers with the support of our corporate sponsors.
- Prior experience and formal education are not required to succeed here.
- We believe talent comes from everywhere.

We revolutionise learning.

- You're in control of your learning journey.
- Select modules from the world-class 42 software engineering curriculum.
- No formal lectures.
- Peer-To-Peer Learning System (P2P).
- Life-skills curriculum workshops and projects.
- Simulated work environment at WTC Campuses.
- Social Tech Lab. We are driven by impact!

We are employment led.

- Close partnership with leaders in the tech industry ensures you learn what is current and relevant.
- 8 months worth of work experience places you leagues ahead with the opportunity for job placement based on performance.

Meet the Team_

Meet the Team

Campus Manager

Responsible for:

- Working closely with student Team Elects to track, support and manage the overall performance of all students.
- This includes:
 - 42 performance
 - Life-skills performance
 - Student WTC culture and values contribution

Platform Manager

Responsible for:

- Designing tools and features on the Platform; and
- Ensuring the Platform functions properly across its functions for all its stakeholders: staff, students, and corporate sponsors.

Internship Manager

Responsible for:

- Matching students to Corporate Sponsors, based on holistic student performance;
- Placing WTC students with Corporate Sponsors, in addition to;
- Maintaining a good relationship with WTC sponsors and receiving feedback about students during internships.

House Guardians

Responsible for:

- Representing the students in their assigned house;
- Driving the overall CYFS performance of students in their house on the Campus leaderboards;
- Maintaining the well-being and performance of all students in their House.

CYFS Admin

Responsible for:

- Overall smooth and effective running of the Coding You For Success (CYFS) programme - the two year course that includes technical skills, life skills and workplace readiness;
- Support students with admin related queries.

Our Values

Our Values



Grit

"I keep going."



Curiosity

"I ask why."



Connection

"I am because we are."



Responsibility

"It's up to me."



Grit

FOCUS: Stay focused and never give up on your goals.

BE RESILIENT: Recover quickly from difficult challenges.

COMMIT: Honour your commitments, whatever you set out to do, see it through to the end.

BE OPTIMISTIC: Stay hopeful and confident about the future even when it gets hard.

MANAGE YOUR TIME: Actively plan and control your time. Be productive, get the job done efficiently and effectively.



Curiosity

RESEARCH: Research, ask and gather data and information from relevant and trustworthy sources.

THINK CRITICALLY: Analyse data and figure out where logical patterns and sequences emerge. Identify problems and find the most practical and efficient solution available.

BE CREATIVE: Think outside of the box.

SPEAK UP: Communicate and present oral and written ideas effectively and professionally.



Connection

BE KIND: Show support for others.

BE CONFIDENT: Ask for help, share your ideas.

CONNECT: Build and maintain strong and trusting relationships.

ADD VALUE TO YOUR TEAM: Cooperate, collaborate and use your individual strengths to build the team.

BE OPEN: Embrace diversity and understand everyone has unique circumstances.



Responsibility

OWN IT: Take ownership of your work and place value on the quality of what you deliver.

SELF-AWARENESS: Control your feelings. Know how your actions and reactions affect those around you.

BE CONFIDENT: Believe in and trust your own abilities, qualities and judgement.

BE RESPONSIBLE: You're responsible for your actions and decisions. Admit your mistakes, learn from them and take actions to fix things.

ADD VALUE TO THE BIG PICTURE: Make a positive difference on campus and in the world.

Our Sponsors

Meet Our Sponsors

WeThinkCode_ lives and breathes because of our corporate sponsors. They are the reason this quest exists.

Titans in their industries and passionate about impact, meet our five founding and growth sponsors:



Learn about our other sponsors during your quest on campus.

All of these leading organisations believe in our mission, they believe that **YOU** can recode Africa and make a difference in the world.

What you can look forward to

Sponsored Tuition

Learn one of the best curriculums in the world and it's paid for!

Sponsor Days

Meet and engage with industry leaders and potential employers.

Real Work Experience

Prepare for the working world with 8 months internship time.

Getting Hired

Perform and deliver during your quest, get hired by our Corporate Sponsors and commit to work there for one year.

Alumni Testimonials

What our Alumni say about us

“Greatest school ever”

“Fun,interesting,experimental”

“Progression through failure”

“Challenge, solve, enjoy”

“Interaction on Steroids”

“Hard working place”

“Learn, strive, achieve”

“Code > Eat > Sleep <= repeat”

“My new family”

“Best Hell ever”

“Awesome,challenging,fantastic”

“Inspiration to learn”

“Epic beyond belief”

“A gateway to my success”

“Test of commitment”

“Pushing Your Limits”

Your Quest

Your Quest

Become a leading
software engineer.

Unlock your potential, recode Africa and the world!

Become a top performing professional.

If you have made it this far, we already believe in you!

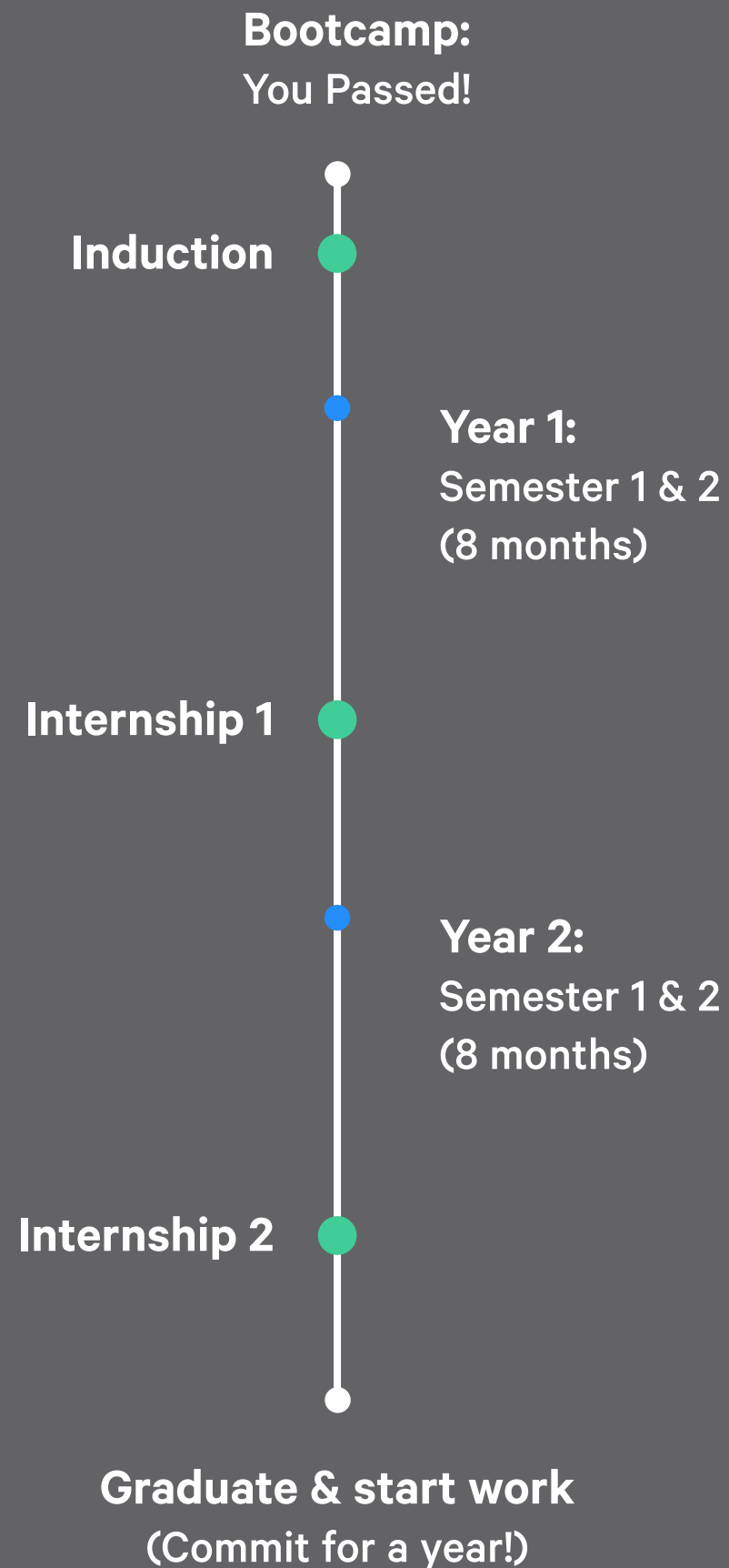
There is no one kind of WeThinkCoder_. We celebrate differences. Each of you has something different to offer and you're here for different reasons.

Why are YOU here?

What will your being on this journey mean
to your family and your community?

What about you will add magic to the
WeThinkCode_ story?

The Quest



What are you signing up for?

- ✓ 40 hours of work a week (minimum)
- ✓ 2 year commitment
- ✓ 1 year work commitment to a Corporate Sponsor after the course ends
- ✓ Being a productive and contributing member of the WTC community
- ✓ Being brave and giving honest feedback when things aren't going so well
- ✓ Being a pioneer. WTC is the first of its kind in Africa. That means you're signing up for moving out of your comfort zone, adapting and being flexible as the school changes and grows
- ✓ A legal obligation to pay back money if you drop out before completing the course. Our amazing sponsors have chosen to pay for you, to give you a shot at being a world-class software engineer
- ✓ Long hours, tough challenges
- ✓ Sacrifices, in your personal, family and social life
- ✓ Working with different people
- ✓ Swallowing your ego and caring about the success of others
- ✓ Being an ambassador and flying the WTC flag high

Coding You For Success Curriculum

42 Coding Curriculum

World-class coding curriculum

100 % Project Based

- Solve increasingly challenging problems to complete projects and unlock the next ones

Technical Skills

- 21 Modules (Game levels)
- Core and Elective modules
- Bonus modules for top performers

Own your Learning Journey

- Collaborative
- Co-creative
- Dynamic
- Challenging

Peer-to-Peer

- Feedback and Reviews
- Learn from others
- Share your knowledge

Internship selection criteria

First Year

- Validate 1 module by end of semester 1
- Validate 1 module by end of semester 2
- Validate 5 exams

Second Year

- Validate 1 module by end of semester 1
- Validate Social Tech Lab & 1 module by end of semester 2

Other influences:

- Sponsor demand
- Kudos points earned and lost linked to Coding Curriculum



Life Skills Curriculum

Succeed as a professional

100 % Practical

- Workshops & project deliverables linked to Coding Curriculum
- Share progress and challenges

Professional & Personal Development

- Oral and written communication skills
- Working in teams
- Managing and leading projects
- Skills development during Coders’ Cup Days
- Building self-awareness

Build your Confidence

- Move out of your comfort zone
- Practice and improve
- Become the best professional version of you

Peer-to-Peer

- Feedback and Reviews
- Improve through ongoing practice

Internship selection criteria

First Year

- Attend Core Module Workshops
- Minimum 50% grade on outputs by the end of both semesters

Second Year

- Attend Core Module Workshops
- Minimum 50% grade on outputs by the end of both semesters

Other influences:

- Performance linked to values and behaviours
- Your fit to sponsor company culture
- Your area of interest (if top performer)

Attendance and Team Commitments

Core hours & commitments

Work Simulation

- Attend a weekly average of 40 hours on campus during all semesters
- Use kudos to buy bonus leave days when you’re on top of your work

Attendance

- Team meetings
- Core module workshops
- Coders’ Cup days
- Sponsor days that you sign up for

Build Discipline

- Stick to commitments
- Strengthen habits needed to succeed in the workplace

The Platform

- Track Attendance
- Reviewed by Team Elects and WeThinkCode_ staff

Internship selection criteria

First Year

- Weekly average of 40 hours on campus:
- Working on campus
- Attending team meetings
- Attending Coder’s Cup day
- Attending Sponsor Days in your calendar

Second Year

- Weekly average of 40 hours on campus:
- Working on campus
- Attending team meetings
- Attending Coder’s Cup day
- Attending Sponsor Days in your calendar



The Platform

The Platform

Our platform is the driving force behind your quest. Use it to:

Access
curriculum

Manage your
projects

Track your
performace

Peer-to-peer
review
allocation

Manage your
calendar

Track
your team
and house
position

How to Succeed on the Quest

How to Succeed on the Quest

Succeeding on the Quest means performing in all areas of the Coding You For Success curriculum.

Your successful overall performance in the game will:

- ✓ Determine whether you are eligible for matching to corporate sponsors
- ✓ Influence your allocation to the corporate sponsors
- ✓ Contribute to your team and house success in the Coders' Cup

42 Coding Curriculum

How to Succeed on the Quest

- 50 % Opens the next project
- 80% Validates the project
- Validate a small & a big project to validate a module
- Retry tokens available (can be won or bought)
- Retries need to be validated within allocated semester deadline

First Year

Pre-semester

- Validate both core projects at 80% in allocated time for all semester 1 modules to open.
- If only 1 core project is validated at 80% after extra time given, only 1 module opens for semester 1.
- Dismissal if no core projects are validated by end of allocated time and extra time.

Semester 1

- Validate 1 module out of 3 in allocated time or extra time.
- Bonus modules open if module validated before allocated deadline.

Semester 2

- Validate 1 module out of 3 in allocated time and extra time.
- Bonus modules available if module validated before allocated deadline.
- Dismissal if validation criteria is not met by end of semester 2.
- In rare cases, you may invited to join a Selection Bootcamp or new cohort for a repeat of year 1 based on other areas of your performance.
- Access to bootcamp if big project of 1 module is validated within allocated time.
- Dismissal if validation criteria is not met by the end of semseter 1.

Second Year

Semester 1

- Validate 1 module in allocated time or extra time.
- Bonus modules and bootcamps open if module validate before allocated deadline.
- Access to bootcamp if big project of 1 module is validated within time allocated.
- Dismissal if validation criteria is not met by end of semester 1.

Semester 2

- Validate 1 module in allocated time or extra time.
- Bonus modules open (if not already) if module validated before allocated deadline.
- Validate Social Tech Project in allocated time.
- Dismissal if modules or social tech project are not validated by end of allocated time or during internships.
- In rare cases, you may be invited to repeat year 2 based on other areas of your performance.
- Graduation only once all modules and projects are validated in allocated or extra time.

Life Skills Curriculum

First & Second Year

Semester 1 & 2

Communications I : Oral Presentation

- Attend 1 x half day workshop
- Validate outputs at minimum of 50 %
- Presentation skills during peer-to-peer reviews

Communications II : Written communication for the workplace

- Attend 1 x half day workshop
- Validate outputs at minimum of 50 %
- Email tasks and CV development

Communications III: Internship preparation

- Build your personal brand
- Interview preparation
- Attend 1 x half day workshop
- Validate outputs at minimum of 50 %
- Practice public presentations



Peer-to-Peer Reviews and Feedback

All projects and outputs are validated through the peer-to-peer review system.

1

Complete your project and make yourself available for P2P review on the platform.

3

Review someone's coding project and give feedback on their communication skills based on specific checklists.

5

If you're being reviewed, your project will either be validated and you move on or return to completing it with the feedback received.

2

The platform automatically allocates you to other students for a P2P review and notifies you of the date, time and type of P2P review you can expect.

4

Be scored and given feedback on how you've conducted the P2P review including whether you were punctual, helpful, interested and rigorous.

Types of Peer-to-Peer Reviews

Individual review

One student reviewing another student's project at the student's computer.

Group reviews and individual

A group of students reviewing one student's project at the student's computer.

Group reviews group

For group projects only. One group reviews another group's project at one central computer.

Staff reviews

Staff reviews a student's project at assigned time or drops in on other P2P reviews at the student's computer.

Pitch your project

Student presents project and is reviewed by a jury of students and staff in an open space agreed upon by the group and student.

Kudos Points

Boost your performance and your house points by earning Kudos points.

- All students start with 0 Kudos points.
- Kudos points can be earned or lost based on different aspects of the CYFS curriculum and can be awarded or removed at the staff’s discretion.
- Losing a certain amount of Kudos points will result in performance conversations with your Campus Manager and ultimately dismissal if issues are not resolved.
- To learn more about how you can earn or lose Kudos points, keep your eyes out for more information on campus and feel free to ask your House Guardians.



The Players

Four Campus Houses

Each student remains in the same house for the 2 year programme, but will be allocated to 4 alternate teams.



Fire


Teams (8 - 10 Students)

Staff house guardian

Team elects & vice elects

Fantastics (top house performers)

Alchemists (top campus performers)



Water

Teams (8 - 10 Students)

Staff house guardian

Team elects & vice elects

Fantastics (top house performers)

Alchemists (top campus performers)



Earth

Teams (8 - 10 Students)

Staff house guardian

Team elects & vice elects

Fantastics (top house performers)

Alchemists (top campus performers)



Air

Teams (8 - 10 Students)

Staff house guardian

Team elects & vice elects

Fantastics (top house performers)

Alchemists (top campus performers)

0	1	0	1	0	1	0	1	1	0	1	0	1
0	1	0	1	0	1	0	1	0	1	0	1	0
0	1	0	0	1	1	0	1	0	0	1	1	0
0	1	0	1	0	1	0	1	0	1	1	0	1
0	1	1	0	1	0	1	0	0	1	0	1	1
1	1	0	1	0	1	0	1	0	1	0	1	0
1	0	1	0	1	0	1	0	1	0	1	0	1
0	1	0	1	1	0	0	1	0	1	0	1	0
1	0	1	0	1	0	1	0	1	0	1	-	0
1	0	1	0	1	0	1	0	1	0	1	0	1
0	1	0	1	0	1	0	1	0	1	0	1	0
1	0	1	0	1	0	1	0	1	0	1	0	1
0	1	0	1	0	1	0	1	0	1	0	1	0
1	0	1	0	1	0	1	0	1	0	1	0	1
0	1	0	1	0	1	0	1	0	1	0	1	0

Why Teams?

The African proverb says, “if you want to go fast go alone, if you want to go far go together.” Teamwork is core to our structure and the way we function on campus every day.

Working in a team during your studies will be of great value to you because:

- Being great at teamwork is an essential skill for the workplace.
- Learning to adapt to different people and rotating in and out of teams at unexpected moments will help you prepare for the real world.
- You’ll learn to work with people that are very different from you.
- You’ll be challenged to swallow your pride, share your struggles and help others excel.
- You’ll find support and courage through your shared experiences.
- You’ll learn to debate, share knowledge and manage yourself professionally with people you may not always like.
- You’ll learn that working together means better chances of success for everyone.
- You’ll make lifelong friends and build lifelong professional networks.

Coders’ Cup

The Coders’ Cup competition is designed to make you perform better. Competition is healthy when it drives everyone to greatness through collaboration and cooperation. You will compete for yourself, your team and your house. It will make you push harder, work faster, be stronger.



Your Score

- Perform in your coding curriculum.
- Live and show us the WTC values.
- Attend and contribute to team meetings.



Your Team Score

- Every choice you make on campus, affects your team performance.



Your House Score

- Every team performance affects the house result.
- Earn Kudos points for working effectively together and team tasks.

Coders’ Cup Days

At different points in the year we will recognise and celebrate top performing students, teams and houses.

First Thursday of the Month

Performance Leaderboards

- The Fantastics
- Top teams in houses
- Top teams in campus
- The Alchemists
- Winning House

End of semester 1

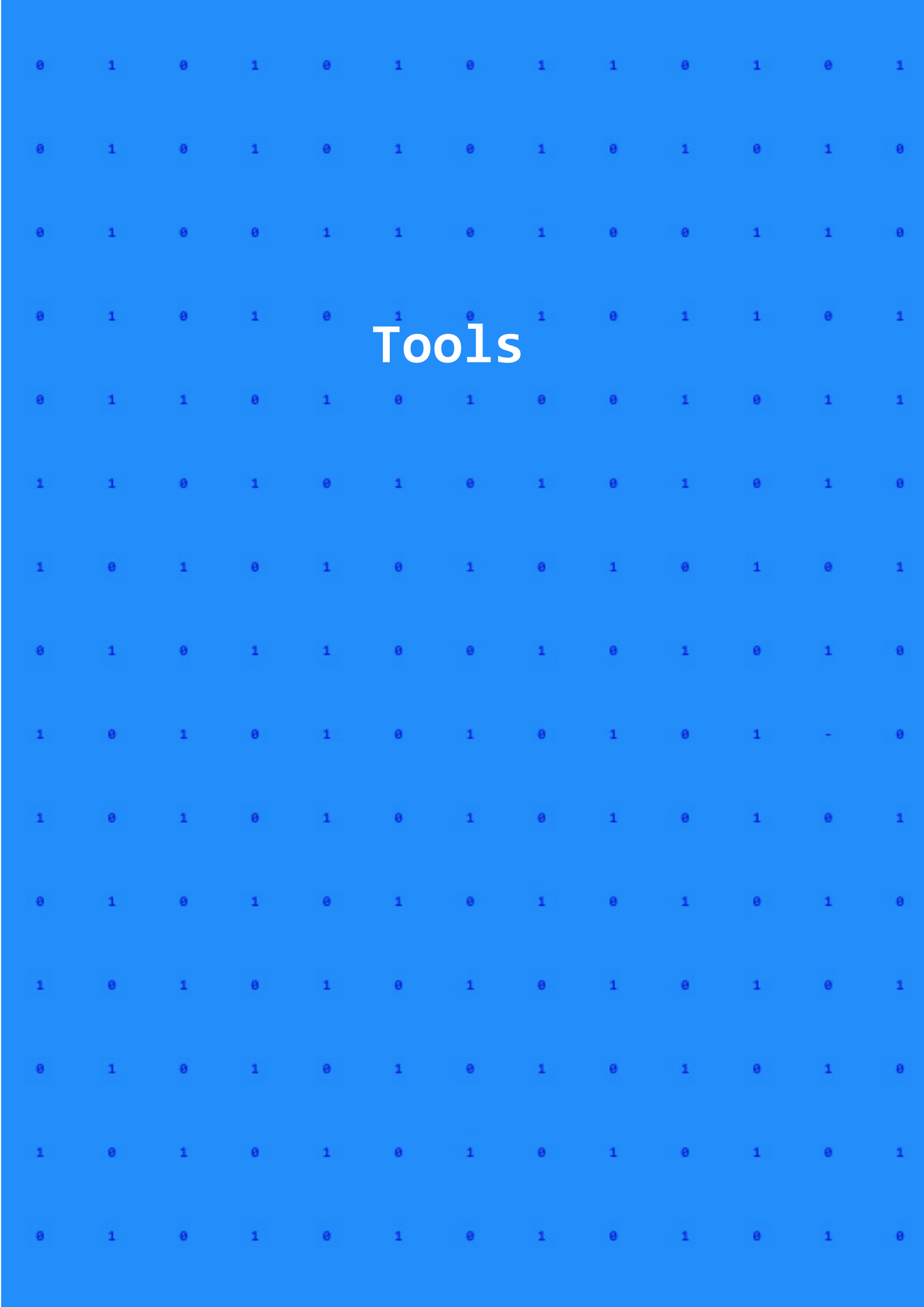
Mid-year Award Ceremony

- The Fantastics
- Top teams in houses
- Top teams in campus
- The Alchemists
- Winning House

End of Semester 2

Year-end Award Ceremony:

- The Fantastics
- Top teams in houses
- Top teams in campus
- The Alchemists
- Winning House



Official Team Meetings

Why?

Your official team meetings will form a big part of your team experience and provide you with the opportunity to:

- Build your habit of committing to and attending weekly status meetings, (like you would in the workplace).
- Check team status on projects and performance challenges linked to 42 validation requirements.
- Share experiences you face on campus or at home so your team can support you and help you to find solutions.
- Take good care of one another- your team will be your greatest support when things get difficult.
- Celebrate both small and big victories for individuals and the team.
- Reflect on your performance based on the key values and actions that go with them.
- Give and receive constructive feedback based on how you and your team members are contributing to your team and the broader WTC community.

When?

- Official team meetings will take place every two weeks for 60 minutes on the day allocated to your house according to the campus schedule. Please ensure you are clear as to which week and day your team has been allocated.
- Meetings will take place at a location on campus to be agreed upon by the team with the Team Elect.
- Meetings will run using a very specific format to ensure time is spent productively and meaningfully.
- All team members are required to attend the meeting, regardless of work pressure.

- Should you have a valid reason for not attending, you will be expected to report this to your Team Elect in advance. The way you manage this has an impact on your internship selection consideration.

How?

Make your team meetings worthwhile and effective by:

- Following the format given in this handbook, (led by the Team Elect).
- Starting on time and running for the allocated time only unless the team agrees to continue, (managed by Vice-Elect).
- Being on time for the meetings.
- Keeping your phone off during meetings.
- Ensuring there are no other interruptions during allocated meeting times.
- Respecting confidentiality - all information shared during meetings remains inside the team.
- Some information may be shared with the Campus Manager, unless otherwise specified by the team.
- Sharing in smaller groups to create more safety and give everyone more time to speak.
- Having some people share publicly with the wider team to mark important lessons.
- Sharing your experience with honesty and listening to others with empathy and respect.
- By offering support, helpful feedback and concrete solutions to overcome team challenges.

Official Team Meeting Format

	Steps for team meeting	What happens at each step
1 5 mins	Introduction & Welcome	Reminder about the team agreements/ rules Broad overview of what will be covered.
2 5 mins	Feeling of the Day	Each team member to share one word to describe how they are feeling today in that moment.
3 10 mins	Core Values The Team Elect selects one of the values (and set of actions) for the team to focus on in each meeting: GRIT/CURIOSITY/CONNECTION/RESPONSIBILITY. Team Elect to pick one value and set of actions that the team will commit to improving together before the next team meeting.	Each team member to: Choose one behaviour/action from our chosen value for today which you have been showing on campus during the past two weeks. Give specific examples to explain how you've been showing this. Choose one behaviour that you would like to be doing more of and how you think you can do it in the next two weeks? Acknowledge another team member who is really living this value and is a role model to others.
4 25 mins	Share your experience	Based on the last two weeks each team member to share: Personal low and personal high WTC performance low and WTC performance high Tell us: What happened? Why it had an impact on you? How you felt? While listening to others: If you would like to help someone based on what you hear, note it down and share your thoughts during the feedback time that follows.
5 5 mins	Feedback	Each team member may offer one option of the following type of feedback: Positive feedback for one another on what is working well; Suggestions on how their team mates might improve; Help and support based on what's been shared; Set up meetings outside of this meeting to address challenges that need more time and attention.
6 5 mins	Topics to be raised with Campus Manager	Team Elect to confirm any information that the team wants relayed to the Campus Manager.
7 5 mins	Commitment for the week ahead	Each team member to share one commitment they aim to achieve in the upcoming week.

Team Elects meeting with Campus Manager

Why?

Team Elects and Vice Elects play a very important role. They must drive team performance and keep the Campus Manager up to speed with challenges that their team may be facing.

The purpose of the meeting with the Campus Manager is to:

- Review the team’s performance and problem solve what needs to be done if some team members are struggling/ at risk.
- Report any team members that have been absent at team meetings with/ without notice.
- Unpack any challenges being faced by the team, within the team or on campus.
- Problem solve ways to improve team engagement and interaction when issues arise using the wisdom of all Team Elects.
- Receive feedback about your role as Team Elect and give Campus Manager feedback about what is working/ not working for you in your role.

When?

Students selected as Team Elects and Vice Elects will be required to meet at least every two weeks / or as needed at a specified time agreed upon by the Elects and Campus Manager. Time allocation for the meeting is to be determined by both parties.

How?

- Use the format below to help keep the meeting on track.
- Bring all relevant information needed for the meeting to help things run smoothly.
- Keep notes of any important information given to you from the team or Campus Manager.

	Steps for Team Elects	Steps for Campus Manager
1	Report if any absenteeism from previous team meetings or otherwise.	Capture names of absent students and flag on the platform/ flag any students not attending minimum hours.
2	Identify any students in the team that need help/ are at risk of not validating projects and why.	Unpack what specific areas students are struggling with and why this is the case.
3	Share solutions that the team has tried to help those struggling and whether there has been progress.	Ask whether the team has come up with any solutions for helping struggling team members/ make suggestions if gaps need filling.
4	Share any challenges being faced by students within the team/ on campus in general.	Ask about any challenges the team may be having internally or whether students in the teams are struggling with bigger issues on campus. Encourage Team Elects to co-create and commit to solutions and way forward.
5	Share any specific challenges you’re having in your role as Team Elect and ASK FOR FEEDBACK on how you’re performing in your role.	Offer support and suggestions on how to manage difficult dynamics. Give honest feedback to help Team Elects improve in their roles and realign them with campus values and actions. Address any non-performing Team Elects and consequences.

Giving and Receiving Feedback

Why?

- Feedback given and received in the right way can be the greatest gift you can receive in your professional and personal life.
- It helps us to see things about ourselves that we didn't know before.
- It helps us to improve and be better at who we are and what we do.

When?

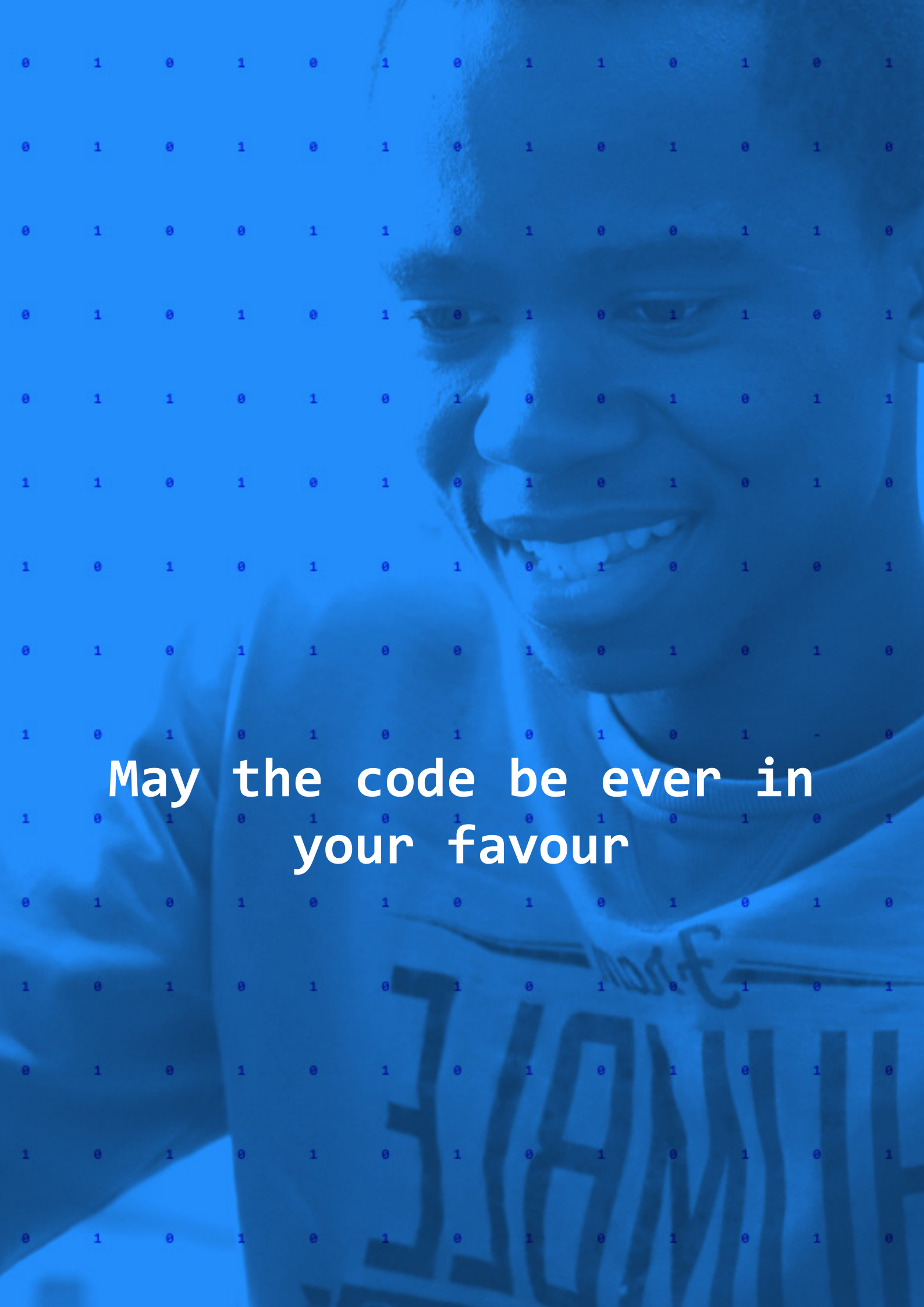
- Asking for feedback about how you did your work is always helpful.
- Asking for feedback about how people see you and feel about the way you interact with and respond to them is essential.
- You have to ask for feedback continuously if you're serious about personal and professional growth.

Good feedback is:	Poor feedback is:
<ul style="list-style-type: none">• Specific to you and the work you're doing• Given at the right time and in detail with examples• Sincere and truthful• Aimed at helping you grow and improve	<ul style="list-style-type: none">• General and vague• Given randomly with no detail• Fake or wishy-washy• Given with criticism and judgement

How to Give Feedback:	How to Receive Feedback:
<ul style="list-style-type: none">• "Something I've noticed that you're doing really well is..."• "Something that you need to work on or improve is..."• "Something I appreciate about you is..."• "Something that would make you even better is..."	<ul style="list-style-type: none">• Listen, listen, listen.• Take in what is being said before you argue or defend.• Accept and reflect on why this person has said this.• Say thank you.• Do something about it and change things next time.

Tips for presenting in public

- Prepare in advance - research and prepare all materials you'll need.
- Think about what message you're sending with your choice of clothes and style.
- Think about what your body is saying:
 - Slouching/ crossed arms/ fiddling hands = closed/ nervous/ disinterested/ low energy.
 - Open shoulders/ stable stance/ still hands = confident/ open/ interested/ high energy.
- Connect with your audience (big or small) - make eye contact with everyone and SMILE, SMILE, SMILE!
- Speak up - raise your volume.
- Open your mouth and be clear - no mumbling!
- Take a deep breath. And breathe again.
- Remember your audience is there to listen and you have something important to say!



May the code be ever in
your favour

The Code

The Code_

1. Introduction

The We Think Code Holdings NPC (“WTC”) founding document (the Code_) was written and ratified in August 2017 and in effect from 1 September 2017. The Code_ establishes a general framework for effective governance of the WTC community destined to grow and change. It fixes a set of basic rules and guidelines that govern the WTC order, with particular focus on certain values: integrity, honesty and goodwill.

The nature of the Code_ is not meant to cover all possible situations that may occur. WTC employees and students should seek guidance when they are in doubt about the proper course of action in a given situation, as it is the ultimate responsibility of each one of us to “do the right thing”, a responsibility that cannot be delegated. Employees and students should always be guided by the following basic principles:

- Avoid any conduct that could damage or harm the WTC brand, its employees, its students;
- And/or any brands/organizations affiliated with the operations of WTC;
- Act legally and honestly; and
- Put WTC’s interests ahead of personal or other interests.

If you are in doubt about the best course of action in a particular situation, please seek guidance from your WTC Campus Manager.

We expect all of WTC employees and students to know and follow the Code_ by spirit and letter. Failure to do so can result in disciplinary action, including dismissal and/or termination of employment.

2. Vision & Mission of WeThinkCode_

At WTC we believe that talent can be found anywhere.

Our vision is to unlock human potential to drive the global digital economy. Our mission is to source and develop the top 1% of software engineers in Africa through an open and tuition-free recruitment and training model. We recruit talent based on potential and train our students to become the best software engineers while growing themselves as individuals.

To achieve our mission, we encourage and foster a culture of high performance, creativity and peer-to-peer learning where our students and employees thrive and grow to become the best version of themselves through working and learning together.

Together, we share a commitment to safeguard the WTC community and reputation for integrity. Our growth and continued success depends on your ability to make the right decisions for WTC, its brand and all stakeholders. As a cooperation manual of the WTC community, the Code_ enables us to work together effectively and prosper in a just and safe environment.

3. WTC Employees Manifesto

All WTC employees pledge to:

- Serve WTC and its mission on a daily basis.
- Create a positive and inspiring environment for employees, students and other stakeholders to learn and grow together.
- Protect the WTC community and enforce the Code_’s rules of conduct fairly.
- Respect and protect the privacy and security of WTC students.
- Ensure all technology is up-to-date and capable of performing the students’ and employees’ diverse tasks.
- Do their utmost to create a workplace culture that is free of harassment, intimidation, bias and unlawful discrimination.
- Do their utmost to create and maintain a learning

environment which ensures mental and physical health and wellness.

- Be responsive to relevant feedback and respond clearly and in a timely manner to communications from students and other stakeholders.

4. WTC Students Manifesto

All WTC students pledge:

- To always give 100% no matter the task at hand.
- To help as many as we can with the skills and knowledge we have.
- To collaborate and interact in ways that are positive and constructive.
- To maintain an open mind and to give those with a different idea or opinion a chance to have their say.
- To be mindful of peers and surrounding environment.
- To always maintain honesty and integrity.
- To respect all fellow WTC students and staff.
- To uphold the reputation of WeThinkCode_.
- To help keep the WTC community clean.
- To fully abide by the rules set out in The Code_ of WeThinkCode_.

5. Rules of Conduct

The following rules govern the WTC order and must be taken seriously by WTC employees and students. The rules highlighted below cover all WTC-related activities whether on or off campus – including social events and any form of social media communication that may affect the student/employee or workplace.

Misdemeanours are divided into three different classes A, B and C, with A being the most serious.

- Class C offences will be disciplined by one written warning.
- Class B offences will be disciplined by two written warnings.
- Class A offences will be disciplined by three written warnings.

Please note:

- One Class A offence will result in dismissal and/or termination of employment.
- One Class B and any other offence will result in dismissal and/or termination of employment.
- Two Class C offences of the same nature will result in dismissal and/or termination of employment.

WTC will keep a written record of all disciplinary enquiries and such records will be kept on the employee’s/student’s personal file. Any such records will be made available to the employee/student on request.

As per WTC’s Clean Slate policy, all your offences will be wiped at the end of each calendar year, i.e. 31st December.

The Code_ is based on the principle of presumption of innocence, meaning that every employee and/or students charged with a Class A, B & C offences has the right to be presumed innocent until proved guilty. Violations of the Code_ will be dealt with internally first by WTC Management. Accused students and/or employees have the right to approach either a Student Board Representative or a WTC employee of their choice to support their case.

5.1 General Offenses

Class A:

5.1.1 Possession of any weapon or potential weapon on campus contrary to law or campus policy; possession or display of any firearm on WTC property, except in the course of an authorised activity. (A system is available at all WTC campuses, where students can hand in the weapons before entering campus).

5.1.2 Physical abuse, threats, intimidation, harassment, bullying (physical and verbal) of any person and/or other conduct which threatens or endangers the health and safety of any other person. (see definition

of “physical abuse,” “harassment” and “physical and verbal bullying” in Section 5.3)

5.1.3 Theft or attempted theft of, or the unauthorised use or possession of, or the unauthorised exertion of control over anything belonging to WTC, a student/ employee of WTC, a visitor, or a person participating in a WTC activity.

5.1.4 Use, possession, or distribution of narcotics, dangerous drugs and alcohol (except in the case of events organised by WTC employees).

Class B:

1.1.1 Under the influence of alcohol and/or drugs on the WTC campus while on duty (or while on duty outside of the premises).

1.1.2 Deliberate destruction of, damage to, malicious use of, or abuse of property and/or infrastructure (WTC or other WTC students, employees and visitors), wherever located, or the deliberate destruction, damage to or malicious use of public or private property.

Class C:

1.1.3 Dishonest conduct including, but not limited to, false accusation of misconduct, lying or cheating on projects and/or exams.

1.1.4 Lewd, indecent, or obscene conduct or expression on WTC campus or in connection with a WTC activity, or any obstructive and disruptive behaviours that interfere with learning.

1.1.5 Actions that create a substantial risk of safety, security and/or loss of integrity to self, others and/or the academic process.

1.1.6 Use of any torrenting software to download illegal material, or streaming of illegal material online.

5.2 Student Specific Offenses

Class B:

1.1.7 Not attending campus for the allocated minimum average of 40 hours per week without notice or valid reason.

1.1.8 Not meeting performance standards based on criteria laid out or as determined by WTC staff, at their sole discretion.

Class C:

1.1.9 Failure to comply with the directions of authorized WTC employees in the performance of their duties, failure to comply with the terms of a disciplinary sanction; or refusal to vacate the campus when directed to do so.

1.1.10 Failure to attend mandatory meetings as communicated on the Intranet without notice and valid reason or failure to attend meetings for which one has previously registered on the Intranet.

5.3 Glossary of Terms

Physical Abuse: Non-accidental use of force that results in bodily injury, pain, or impairment. This includes, but is not limited to, being slapped, burned, cut, bruised or improperly physically restrained.

Bullying: Bullying is unwanted, aggressive behaviour among students and/or employees that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time.

Verbal Bullying: Repeated, health-harming mistreatment, verbal abuse, or conduct which is threatening, humiliating, intimidating, or sabotage that interferes with work and/or learning or some

combination of the three.

Physical Bullying: This is any bullying that hurts someone’s body or damages their possessions. Stealing, shoving, hitting, fighting, and destroying property all are types of physical bullying.

Social Bullying: This is any bullying done with the intent to hurt somebody’s reputation or social standing. The behaviour is repeated, or has the potential to be repeated, over time.

Cyberbullying: This is any bullying that happens over any technological device. This includes email, instant messaging, social networking sites (such as Facebook and Slack), text messages, and cell phones.

Harassment: Repeated and pervasive unwelcome verbal or physical behaviour based on race, colour, religion, sex (including pregnancy), gender/gender identity, nationality, age (40 or older), physical or mental disability or genetic information.

Sexual Harassment: An unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances.

6. Your Responsibility

WTC aims to create an environment that encourages people to raise concerns without fears. If you know of or suspect a violation of any rules of the Code_, you have an obligation to report it immediately to either, the WTC Campus Manager, a Student Board Representative, the WTC House Guardian representatives or email board@wethinkcode.co.za. Any WTC students or employees who report a violation will be treated with dignity and respect and will not be subjected to any form of discipline or retaliation

for reporting truthfully and in good faith. Retaliation against anyone who provides information or otherwise assists in an investigation or proceeding regarding any conduct that the individual believes in good faith constitutes a violation of the Code_ is prohibited and will, in itself, be treated as a violation of the Code_. To ask questions or to report suspected violations, you may contact your WTC Campus Manager.