# Coding Contribution Guide:

Prior to making a contribution to this repository, please first discuss the changes you intend to make via a meeting, text thread or issue

with the other team members/owners of this repository.

As outlined below, please note we have a code of conduct. Do try to ensure that you adhere to it during all your interactions with this project.

## Pull Request Process:

You may merge the Pull Request in once you have the sign-off of all other team members, or if you do not have permission to do that or unable to get a sign-off from all three,

you may request the second reviewer/team member to merge it for you.

## Code of Conduct:

## **Our Pledge**

In the interest of fostering an open and welcoming environment, we as contributors and maintainers pledge to make participation in our project 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.

#### **Our Standards**

Examples of behaviour that contributes to creating a positive environment include:

- 1. Using welcoming and inclusive language
- 2. Being respectful of differing viewpoints and experiences
- 3. Gracefully accepting constructive criticism
- 4. Focusing on what is best for the team
- 5. Showing empathy towards other team members

Examples of unacceptable behaviour by participants include:

- 1. The use of sexualized language or imagery and unwelcome sexual attention or advances
- 2. Trolling, insulting/derogatory comments, and personal or political attacks
- 3. Public or private harassment
- 4. Publishing other's private information, such as a physical or electronic address, without explicit permission
- 5. Other conduct which could reasonably be considered inappropriate in a professional setting

#### **Our Responsibilities**

The Project Manager is primarily responsible for clarifying the standards of acceptable behaviour and are expected to take appropriate and fair corrective action in response to any instances of unacceptable behaviour.

The Software Developer has the right and responsibility to remove, edit, or reject comments, commits, code, wiki edits, issues, and other contributions that are not aligned to this Code of Conduct.

### Scope

This Code of Conduct applies both within project spaces and in public spaces when an individual is representing the project or its team. Examples of representing a project or team include presenting this project to university staff members, showcasing the project to external parties and receiving feedback on the project.

Representation of a project may be further defined and clarified by project maintainers.

#### **Enforcement**

Instances of abusive, harassing, or otherwise unacceptable behaviour may be reported by contacting the Project Manager. All complaints will be reviewed and investigated and will result in a response that is deemed necessary and appropriate to the circumstances. The project manager is obligated to maintain confidentiality concerning the reporter of an incident. Further details of specific enforcement policies may be posted separately.

Team members who do not follow or enforce the Code of Conduct in good faith may face temporary or permanent repercussions as determined by other members of the project's leadership.

#### **Attribution**

This Code of Conduct is adapted from the **Contributor Covenant**, version 1.4, available at http://contributor-covenant.org/version/1/4