

# Liftoff

## Code of Conduct

LaunchCode strives to create a safe, inclusive, and positive learning environment in our classes. Those qualities are foundational to our values as an organization, and essential to the success of our programs. LaunchCode classes bring together a diverse group of individuals, who enter the class from many different backgrounds and experiences. This Code of Conduct is designed to ensure that students can have the greatest opportunity to be successful in the class, and experience a standard of care and respect throughout their time in the LaunchCode program.

All students are required to conduct themselves in a manner that maintains a positive learning environment. In service of this, students should act in ways that respect the opinions of others, and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.

In all online social platforms, students should ensure that all communications promote a positive environment and community. All such communications should be *1) relevant to the class*, and *2) respectful of all participants*.

## Harassment Policy

Harassment based on race, color, religion, national origin, age or disability and sexual harassment are expressly prohibited by law. **LaunchCode adopts a policy of “zero- tolerance” for harassment of any kind.**

Harassment is written, verbal or physical conduct relating to an individual’s status when this conduct:

- ☐ Has the purpose or effect of creating an intimidating, hostile or offensive learning environment; or
- ☐ Has the purpose or effect of unreasonably interfering with an individual’s performance; or
- ☐ Otherwise adversely affects an individual’s learning opportunities.

It is also unlawful to discriminate, retaliate, or take reprisal in any way against anyone who has expressed good faith concerns about harassment.

Examples of conduct that could, under appropriate circumstance, be considered harassment or retaliation include: slurs, jokes, cartoons, stereotypes, statements, physical assaults, etc.

It should be noted that some of the conduct LaunchCode prohibits may not, under all circumstances, constitute harassment under federal or state law. However, in these instances, LaunchCode's policy still prohibits this conduct.

## **Grievance Policy and Procedure**

We take allegations of harassment very seriously. If you believe that you are the victim of harassment, you should do the following:

- (1) If possible, document or otherwise record each incident of alleged harassment, including the time, date, place, what was said or done, and the surrounding circumstances.
- (2) If you are comfortable doing so, clearly and directly communicate to the offending individual that his/her conduct is unwelcome, and request that the offensive behavior stop.
- (3) Immediately bring the matter to the attention of your class Instructor. If your Instructor is involved in the harassment, or if you are uncomfortable talking to your Instructor, report the matter to a member of the LaunchCode Education Team, or LaunchCode's VP of People Operations.

We will protect the confidentiality of harassment allegations to the extent possible under the circumstances.

LaunchCode will actively investigate all harassment complaints. LaunchCode students and employees who fail to cooperate with LaunchCode-sponsored investigations of harassment or retaliation may be sanctioned by discipline or dismissal.

If an investigation reveals that harassment has occurred, management will take the appropriate disciplinary action against the offending party, up to and including discharge.

You may also file a grievance if you feel like your academic standing or progress in the class has been jeopardized by unfair assessment, or inequitable treatment by instructors or Teaching Assistants. To file a grievance, please follow the same steps as listed above.