

CODE ACADEMY



Code of Conduct

Purpose

A primary goal of all our courses and user groups that refer to this Code of Conduct is to be inclusive to the largest number of contributors, with the most varied and diverse backgrounds possible. As such, we are committed to providing a friendly, safe and welcoming learning environment for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status and religion (or lack thereof).

This Code of Conduct outlines our expectations for all those who participate in our community, as well as the consequences for unacceptable behavior. We invite all those who participate in our courses to help us create safe and positive experiences for everyone, which allows everyone to feel welcomed and supported at all times.

This Code of Conduct is by no means exhaustive and can be modified without prior notification.

Expected Behavior

Participate in an authentic and active way. In doing so, you contribute to the health and longevity of this community.

Exercise consideration and respect in your speech and actions.

Attempt collaboration before conflict.

Refrain from demeaning, discriminatory, or harassing behavior and speech.

Be mindful of your surroundings and of your fellow participants. Alert staff if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.

Unacceptable Behavior

Unacceptable behaviors include: intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant in our classes, at all related events and in one-on-one communications carried out in the context of community business.

Harassment includes: harmful or prejudicial verbal or written comments related to gender, sexual orientation, race, religion, disability; inappropriate use of nudity and/or sexual images (including presentation slides); inappropriate depictions of violence (including presentation slides); deliberate intimidation, stalking or following; harassing photography or recording; sustained disruption of talks or other events; inappropriate physical contact, and unwelcome sexual attention.

Consequences of Unacceptable Behavior

Unacceptable behavior from anyone, including those with decision-making authority, will not be tolerated. If a community member engages in unacceptable behavior, the CABerlin staff may take any action they deem appropriate, up to and including a permanent expulsion from the learning environment.

According to the situation the CABerlin staff will file a verbal and written warning. Further consequences will be decided on accordingly.

Any form of harassment will not be tolerated and will lead to an immediate termination of contract and possible legal & financial consequences.

Compliance

If you are subject to or witness unacceptable behavior, or have any other concerns, please notify the staff as soon as possible. In case you want to address any compliance issues anonymously, without fear of reprisal, you can do so by filing an anonymous form here: <https://forms.gle/cgVaV5eyH8x4dP8r7> or file a complaint in written form at the mailbox.

Addressing Grievances

If you feel you have been falsely or unfairly accused of violating this Code of Conduct, you should notify one of the staff members with a concise description of your grievance. Your grievance will be handled in accordance with our existing governing policies.

Office

Open hours

You can access the office from 8am with the Bold app.

The academy closes at 6pm or with the last staff member leaving. No student is allowed to stay in the premises after closing time or on weekends.

Desks and equipment

CABerlin provides desks in a floating system, which means desks are open for everyone to use. Therefore please make sure to leave your workstation so everyone could use it the next day. Be tidy and practice leaving no trace. The standing desks are for everyone to use as well, please share the availability. If you want to store personal items, please use the lockers. For a deposit of 20€ you can get a key. We do not take liability for it.

Privacy and noise level

Please respect everyone's privacy and keep disruptions to a minimum.

We definitely encourage you to interact and cooperate also outside of your cohort, but make sure to not disturb anyone else.

Cleaning and eating

Only eat in the kitchen area and keep the study room clean this way.

Make sure to not leave any glasses or litter around your workstation. Workstations must be clean by the end of the day.

Civil law

The civil law applies in full. All illegal activities like violence, illegal file sharing, drug abuse or others as stated in the BGB will not be tolerated and might be legally prosecuted.

Berlin, 01.06.2022

Inspired by the <https://berlincodeofconduct.org/>

Last name + Signature

Führ

