



Alexa Developers SRM

Code of Conduct

The **Alexa Developers SRM Code of Conduct** is the primary document enshrining all the values that we follow at the club. The club believes in empowering students with the technical knowledge required to progress further in their future careers along with a keen sense of ethics and morality.

1. Applicability

This Code of Conduct applies to all the members (hereafter referred to by 'member' or 'members') under Alexa Developers SRM (hereafter referred to by 'the club'), irrespective of their designation or tenure. Failure to adhere to this document might lead to disciplinary action being taken against the offender.

2. Contribution

Every member of the club is expected to contribute to the assigned projects and/or responsibilities. The contributions should come along with a sense of responsibility to the duties assigned.

Every member should aspire to match their contributions with the standards set by the club and to exceed them even further and set new milestones for the club.

In case a member is found to be inactive, warnings will be issued, failing which the club will take disciplinary action in consultation with the Domain Leads.

3. Honesty

Every member of the club is expected to be honest about the work done by him/her in the club. Members are expected to acknowledge mistakes made, if any and take responsibility for the same, learning from it and ensuring that it does not happen again.

4. Integrity

Every member of the club must abstain from sharing confidential information relating to but not limited to ongoing projects, upcoming events, posters etc. to any member outside the club. The members must also respect the hierarchy of the team and ensure that no misinformation is being passed around.

The club has no objection to a member being present in multiple clubs. However, the club expects the required amount of contribution from the member regarding club activities. The member must ensure that no confidential information is transferred to anyone outside the club.

5. Meetings

Every member is expected to be punctual to join the meeting called by the Leads or the Executives. If there is any reason for absence, it must be communicated prior to the meeting organizer. In case it is not possible to inform prior to the meeting, the absent member must inform the meeting organizer about the reason of absence as soon as the situation permits.

Executives are allowed to organize a domain meeting as and when required, provided that the Domain Lead(s) is/are informed of the same.

6. Resource Utilization

The members might be given access to resources that are licensed under the club. Examples of resources might include but are not limited to AWS S3 Buckets, AWS IAM User access, Figma Team access, Official email accounts etc. All the assigned members with access to such resources must protect the security of these resources at any cost.

- Members are not allowed to lease/allow access of such resources to any third party without prior permission of the Domain Lead(s).
- Members are to use these resources within the specified quota that is allotted to them.

- Members must report any breach of security credentials to the Domain Leads immediately.
- Members must hand over any resources back to the Domain Leads whenever asked to do so.
- The ownership of the assigned resources will rest with the club. No personal media/accounts should be uploaded/accessed via these resources.

7. Civil Behaviour and Public Image

Every member of the club is expected to behave in a civil way during all meetings. They should not indulge in any activity that might tarnish the public image of the club.

In case of any complaint regarding any member, policy, event or the club as a whole, the members can approach the Domain Leads. In case the issue is still not resolved, the member can directly approach the Team Lead or the Associate Team Lead with his/her complaint.

8. Publicity

The club tries out various publicity methods from time to time to maintain a good audience base. In this context, every member is expected to follow all our social media handles, and share all promotional materials across their personal social media handles.

9. Resignation or Termination

In the very unlikely and sad situation of a resignation, the member must inform the Team Lead and/or the Associate Team Lead about the same at least 2 weeks prior by mailing the resignation notice to *hello@alexadevsrm.com*. The Team Lead and the Associate Team Lead along with the Domain Leads would process the request and keep the member updated on the decisions taken. The member is expected to work with good faith during the 2 week notice period and should complete all the tasks assigned properly.

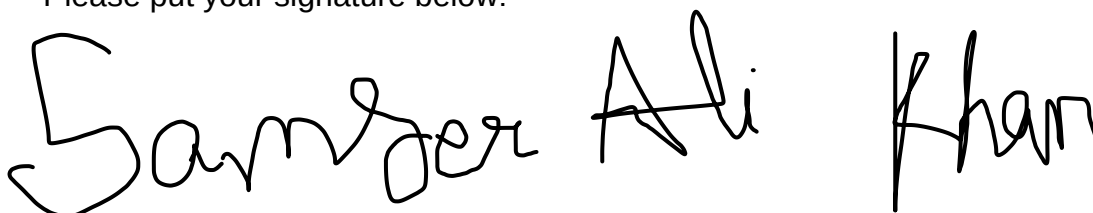
In case any member is terminated by the club, the member must surrender all access to any club resources, hand over any confidential material of the club and prevent any action that might tarnish the image of the club. The club aspires to maintain a healthy relationship with a terminated member, and that is possible only if both the parties mutually respect each other.

10. Enforcement of the Code of Conduct

The club can take any disciplinary action against any member who is found violating the Code of Conduct. The club is empowered to suspend or terminate any member who does not adhere to the above-mentioned points. The club can also take disciplinary action against a member, if it is felt that the actions of the said member are derogatory, in spite of the misdemeanour not being listed in the Code of Conduct.

The decision of the Team Lead and the Associate Team Lead is final in all enforcement and/or disciplinary decisions.

Please put your signature below:

A handwritten signature in black ink that reads "Samser Ali Khan". The signature is written in a cursive, flowing style. The first name "Samser" is written in a large, bold script. The last name "Khan" is also written in a large, bold script. The middle name "Ali" is written in a smaller, more compact script between the first and last names.

Name:

Samser Ali Khan

Date: