**Code of Conduct for Students**

**Introduction**

At CodeInfinite, we strive to foster a supportive and inclusive learning environment where students can thrive and excel in their technical education. This code of conduct outlines the expectations for behavior and conduct for all students enrolled in our programs.

**1. Respect for Others**

* Treat all members of the CodeInfinite community with respect, kindness, and consideration.
* Embrace diversity and inclusivity, and refrain from any form of discrimination, harassment, or bullying.
* Listen actively and empathetically to others’ viewpoints, even if they differ from your own.

**2. Academic Integrity**

* Uphold academic honesty and integrity in all coursework and activities.
* Avoid plagiarism, cheating, or any other form of academic dishonesty.
* Properly cite all sources used in assignments and projects, and submit original work.

**3. Professionalism**

* Attend classes and other scheduled activities punctually and regularly.
* Dress appropriately for the learning environment and any professional events or activities.
* Communicate respectfully and professionally with instructors, staff, and fellow students.

**4. Use of Institute Resources**

* + Use institute resources, including equipment, facilities, and software, responsibly and in accordance with established guidelines.
  + Report any damage, malfunction, or misuse of institute resources to appropriate staff members promptly.
  + Respect the intellectual property rights of others and refrain from unauthorized use or distribution of copyrighted materials.

**5. Safety and Security**

* + Prioritize the safety and well-being of yourself and others in all institute-related activities.
  + Adhere to all safety protocols and guidelines provided by instructors and staff.
  + Report any safety hazards or concerns to institute authorities immediately.

**6. Feedback and Improvement**

* + Provide constructive feedback on courses, instructors, and learning resources to help improve the overall student experience.
  + Engage actively in discussions and activities that promote continuous improvement and innovation within the institute.
  + Take responsibility for your own learning and seek assistance when needed to achieve your academic and career goals.

**Consequences of Violations**

Violations of this code of conduct may result in disciplinary action, up to and including warnings, probation, or dismissal from the institute, depending on the severity of the infraction and its impact on the CodeInfinite community.

**Code of Conduct for Staff**

**Introduction**

At CodeInfinite, our staff plays a crucial role in creating a positive and supportive learning environment for our students. This code of conduct outlines the expectations for professionalism and conduct for all staff members.

**1. Professionalism**

* + Demonstrate professionalism in all interactions with students, colleagues, and stakeholders.
  + Uphold the values and mission of CodeInfinite and act in its best interests at all times.
  + Maintain confidentiality and discretion in handling sensitive information related to students, staff, and the institute.

**2. Respect for Others**

* + - Treat all students, colleagues, and stakeholders with respect, fairness, and courtesy.
  + - Foster an inclusive and supportive environment that values diversity and promotes equal opportunities for all.
  + - Listen attentively to the concerns and feedback of students and colleagues, and respond constructively.

**3. Academic Integrity**

* + Model academic integrity and ethical behaviour in all aspects of your work.
  + Provide students with accurate and timely information regarding course content, requirements, and expectations.
  + Encourage students to uphold academic standards and report any suspected violations of academic integrity.

**4. Collaboration and Cooperation**

* + Collaborate effectively with colleagues to support the institute’s goals and objectives.
  + Communicate openly and transparently with colleagues and supervisors, sharing ideas, concerns, and feedback constructively.
  + Support a culture of continuous improvement by actively participating in professional development activities and sharing knowledge and expertise with others.

**5. Use of Institute Resources**

* + Use institute resources responsibly and efficiently, ensuring their fair and equitable distribution among students and staff.
  + Maintain the security and integrity of institute resources, including equipment, facilities, and information systems.
  + Report any misuse or abuse of institute resources to appropriate authorities promptly.

**6. Safety and Security**

* + Prioritize the safety and well-being of students, colleagues, and visitors in all activities and decisions.
  + Comply with all safety protocols and guidelines to minimize risks and hazards in the workplace.
  + Report any safety concerns or incidents to the appropriate authorities and take prompt action to address them.

**Consequences of Violations**

Violations of this code of conduct may result in disciplinary action, including warnings, performance improvement plans, or termination of employment, depending on the severity of the infraction and its impact on the CodeInfinite community.