



## 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.

We encourage everyone to participate and are committed to building a community for all. We seek to treat everyone both as fairly and equally as possible, at all times. Whenever a participant has made a mistake, we expect them to take responsibility for it. If someone has been harmed or offended, it is our responsibility to listen carefully and respectfully, and do our best to right the wrong.

Although this list cannot be exhaustive, we explicitly honor diversity in age, gender, gender identity or expression, culture, ethnicity, language, national origin, political beliefs, profession, race, religion, sexual orientation, socioeconomic status, and technical ability. We will not tolerate discrimination or harassment based on any of the protected characteristics above, including participants with disabilities.

In all online LaunchCode platforms--including but not limited to Slack and Canvas--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.

Harassment includes, but is not limited to:

- Offensive comments related to gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a)typicality, physical appearance, body size, race, age, regional discrimination, political or religious affiliation
- Unwelcome comments regarding a person's lifestyle choices and practices, including those related to food, health, parenting, drugs, and employment
- Deliberate misgendering. This includes deadnaming or persistently using a pronoun that does not correctly reflect a person's gender identity. You must address people by the name they give you when not addressing them by their username or handle
- Physical contact and simulated physical contact (eg, textual descriptions like "hug" or "backrub") without consent or after a request to stop
- Threats of violence, both physical and psychological
- Incitement of violence towards any individual, including encouraging a person to commit suicide or to engage in self-harm
- Deliberate intimidation
- Stalking or following
- Harassing photography or recording, including logging online activity for harassment purposes
- Sustained disruption of discussion
- Unwelcome sexual attention, including gratuitous or off-topic sexual images or behaviour
- Pattern of inappropriate social contact, such as requesting/assuming inappropriate levels of intimacy with others
- Continued one-on-one communication after requests to cease
- Deliberate "outing" of any aspect of a person's identity without their consent except as necessary to protect others from intentional abuse
- Publication of non-harassing private communication

Our community prioritizes marginalized people's safety over privileged people's comfort. We will not act on complaints regarding:

- 'Reverse' -isms, including 'reverse racism,' 'reverse sexism,' and 'cisphobia'
- Reasonable communication of boundaries, such as "leave me alone," "go away," or "I'm not discussing this with you"
- Refusal to explain or debate social justice concepts
- Communicating in a 'tone' you don't find congenial
- Criticizing racist, sexist, cissexist, or otherwise oppressive behavior or assumptions

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

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 Lead Instructor. If your Lead Instructor is involved in the harassment, or if you are uncomfortable talking to your Lead 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 or discrimination has occurred, LaunchCode staff will take the appropriate disciplinary action against the offending party, up to and including removal from all current and future programming.

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.