

# Code of Conduct

## Introduction

### What is Code of Conduct?

A Code of Conduct is a collection of principles and values that we consider significant and believe are fundamental to our successful operation.

### Who must follow our Code?

We expect all of our stakeholders, including employees, Board members, mentees, mentors and partners, to know and follow the Code. Failure to do so can result in disciplinary action, including dismissal from the program.

### What If I Have a Code-Related Question or Concern?

If you have a question or concern please email [support@womengotech.lt](mailto:support@womengotech.lt)

## Main principles

### Equal Opportunity

Participation in the program is based solely upon individual merit and qualifications directly related to professional competence, skills and achievements. We strictly prohibit unlawful discrimination or harassment on the basis of race, color, religion, veteran status, national origin, ancestry, pregnancy status, sex, gender identity or expression, age, marital status, mental or physical disability, medical condition, sexual orientation, or any other characteristics protected by law. We also make all reasonable accommodations to meet our obligations under laws protecting the rights of the disabled.

### Harassment

We treat each other, participants (mentees, mentors, business partners) and other stakeholders with dignity and respect at all times within the program and outside of it.

Harassment can include actions, language, written words or objects that create an intimidating or hostile work environment, such as:

- Yelling at or humiliating someone;
- Physical violence or intimidation;
- Unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory or sexually-oriented pictures or gestures;
- Physical conduct including assault or unwanted touching;
- Unrespectful comments in public or social media;
- Threats or demands to submit to sexual requests to avoid negative consequences.

Any type of harassment, including physical, sexual, verbal or other, is prohibited and can result in disciplinary action up to, including dismissal from the program.

## Bullying

We are committed to ensuring that our team and participants work in a safe and respectful environment that is free of bullying. Bullying can include:

- Spreading malicious rumor or gossip;
- Excluding or isolating someone socially;
- Establishing impossible deliverables;
- Withholding necessary information or purposefully giving the wrong information;
- Intimidating someone;
- Impeding someone's work;
- Unfairly denying training, leave or promotion;
- Constantly changing work guidelines;
- Sending offensive jokes or emails;
- Criticizing or belittling someone constantly;
- Tampering with a person's personal belongings or work equipment.

Any type of bullying is prohibited and can result in disciplinary action up to, including dismissal from the program.

## Conflicts of Interest

When you are in a situation in which competing loyalties could cause you to pursue a personal benefit for you, your friends, your family or your organizations at the expense of "Women Go Tech", you may be faced with a conflict of interest. All of us should avoid conflicts of interest and circumstances that reasonably present the appearance of a conflict.

When considering a course of action, ask yourself whether the action you're considering could create an incentive for you, or appear to others to create an incentive for you, to benefit yourself, your friends or family, or your organization at the expense of "Women Go Tech". If the answer is "yes," the action you're considering is likely to create a conflict of interest situation, and you should avoid it (unless it's agreed otherwise, e.g. in the cooperation agreements with partners).

In each of these situations, the rule is the same – if you are considering entering into a situation that creates a conflict of interest, don't. If you are in a situation that may create a conflict of interest, or the appearance of a conflict of interest, review the situation by contacting Women Go Tech.

Conflict of interest also includes trying to get hired or hiring within the "Women Go Tech" program. We are not a staffing agency and our primary and main purpose is to provide mentoring, guidance and advice to the participants of the program.

## Confidentiality

We maintain the confidentiality of all proprietary information. Proprietary information includes all non-public information that might be harmful to "Women Go Tech", our participants or business partners if disclosed.

Confidential information can include:

- Participant list and private information;
- Pricing information;
- Terms of contracts;
- Internal policies and procedures;
- Financial statements;
- Any other information that could damage the company or its customers or suppliers if it was disclosed.

All information shared between mentors and mentees must be kept confidential unless otherwise agreed upon. Mentors must also avoid sharing any information about their mentees without prior consent.

Confidential information cannot be used in any form outside the “Women Go Tech” program unless agreed otherwise.

## **Privacy**

We comply with the requirements of international privacy laws. We do not disclose any private, personal information without (written) consent of:

- Participants
- Partners
- Third parties

Participants are required to report any breaches of privacy, including the loss, theft of or unauthorized access to personal information, to the Women Go Tech team.

## **Final statements**

### **Reporting violations**

If you learn about or suspect a violation of this code or any law, you shall promptly report it to Board Members. If you are uncomfortable making such a report, you may do so anonymously (you can do so via the [anonymous form](#)).

In cases in which an individual reports a suspected violation of policy or law in good faith and is not engaged in the questionable conduct, we will attempt to keep its discussions and actions confidential to the greatest extent possible and in compliance with applicable laws and regulations governing privacy. We will not retaliate against anyone making a good-faith report of a potential violation. We will investigate any report of a violation. You must cooperate fully with any investigation, but should not investigate independently, as alleged violations may involve complex legal issues, and you may risk compromising the integrity of a formal investigation.

Conduct that violates the law or company policies is grounds for prompt disciplinary or remedial action. In addition, your failure to report a known violation of law or policy by someone else may result in disciplinary action for dismissal from the program.

## Code of Conduct Acknowledgement

By certifying to the company code of conduct, you acknowledge that:

- You have read the entire code of conduct and understand your responsibilities related to it.
- You have had the opportunity to ask questions to clarify any unclear aspects of the code.
- You agree to abide by its principles.
- You agree to report to the company any violations of the code.
- You agree to cooperate in any investigations of violations of the code.

## Changes of the Code

This code is subject to change and may be amended, supplemented or superseded by one or more separate policies.

Approach Women Go Tech team via [support@womengotech.lt](mailto:support@womengotech.lt)