



Code of Conduct

Discrimination Policy

I. OVERVIEW & SCOPE

Virtually Testing Foundation of California has established an Anti-Discrimination and Equal Employment Opportunity Policy ("EEO"). This EEO policy applies to all aspects of the relationship between Virtually Testing Foundation and its employees, including, but not limited to, employment, recruitment, advertisements for employment, hiring and firing, compensation, assignment, classification of employees, termination, upgrading, promotions, transfer, training, working conditions, wages, and salary administration, and employee benefits and application of policies. These policies apply to independent contractors, temporary employees, all personnel working on the premises, and any other persons or firms doing business for or y Testing Foundation. Disciplinary action will be taken against any employee or agent in breach of this policy.

II. POLICIES 1. DISCRIMINATION

Virtually Testing Foundation will not tolerate, under any circumstances, without exception, any form of discrimination based on race, creed, religion, color, age, disability, pregnancy, marital status, parental status, veteran status, military status, domestic violence victim status, national origin, political affiliation, sex, predisposing genetic characteristics, sexual orientation, gender identity and gender expression, and any other status protected by the law. This list is not exhaustive. Job promotions will be offered to employees based on merit, experience, and other job-related criteria. For qualified people with disabilities, the Virtually Testing Foundation will make every effort to provide reasonable workplace accommodations that comply with



applicable laws. All employees, managers, stakeholders, and agents at Virtually Testing Foundation will comply with these anti-discrimination policies. In some cases, local laws and regulations may provide greater protections than those described in this policy.

2. HARASSMENT

Virtually Testing Foundation is committed to providing a work environment that is free from harassment. Any behavior that is unwanted and offensive to the recipient, which creates an intimidating, hostile, or humiliating work environment for that person violates Virtually Testing Foundation's policy. Harassment can occur between members of the opposite sex or the same sex. Harassment, verbal or non-verbal, explicit or implicit, based on an individual's sex, race, ethnicity, national origin, age, religion, or any other legally protected characteristics will not be tolerated. All employees, including supervisors, other management personnel, and independent contractors, are required to abide by this policy. No person will be adversely affected in employment with Virtually Testing Foundation as a result of bringing complaints of harassment.

3. SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions, promotion, transfer, selection for training, performance evaluations, benefits, or other terms and conditions of employment; or (3) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with an employee's work performance. Virtually Testing Foundation prohibits inappropriate conduct that is sexual at work, on Company business, or at Company-sponsored events including the following: comments, jokes, degrading



language, sexually suggestive objects, books, or any form of media electronic or in print form. Sexual harassment is prohibited whether it is between members of the opposite sex or members of the same sex.

4. REPORTING DISCRIMINATION & HARASSMENT

If an employee feels that he or she has been harassed as described in this policy, they should immediately report the matter to management or Your Manager through any verbal or written means. If that contact is not available, or if the employee is not comfortable informing this contact, the employee should immediately inform any other manager or supervisor. Once the matter has been reported it will be promptly investigated and any corrective action will be taken when deemed appropriate. All complaints or unlawful harassment under this policy or otherwise will be handled in as confidential a manner as possible. Timely reporting is encouraged to prevent the re-occurrence of, or otherwise address, the behavior that violates this policy or law. Delays in reporting a complaint can limit the type of effectiveness in response by management of Virtually Testing Foundation. The procedure for reporting incidents of discriminatory or harassing behavior is not intended to prevent the right of any employee to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

5. RETALIATION

Retaliation against any person associated with Virtually Testing Foundation who reports instances of harassment - whether he or she is directly or indirectly involved - violates Virtually Testing Foundation's policies. All reported incidents are assumed to be made in good faith. Any allegations that are proven false will be treated as a serious matter.



6. DISCIPLINARY MEASURES FOR HARASSMENT

Any employee engaging in behavior that violates this policy will be subject to disciplinary action, including the possible termination of employment, whether or not an actual law has been violated.

7. REMEDIES

Remedies for any instances of verified employment discrimination, whether caused intentionally or by actions that have a discriminatory effect, may include back pay, hiring, promotion, reinstatement, front pay, reasonable accommodation, or other actions deemed appropriate by Virtually Testing Foundation. Remedies can also include payment of attorney's fees, expert witness fees, court costs, and other applicable legal fees.

8. Discrimination & Harassment Policy

In keeping with our Equal Opportunity Employment clause, Virtually Testing will not tolerate discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, or gender identification. Sexual Harassment and Discriminatory behavior among employees or interns will result in disciplinary action, with the possibility of termination. Discrimination and harassment by any employee or other business associates, or interns should be immediately reported to your supervisor, at which point the Virtually Testing will investigate and take corrective action. You are welcome to seek legal relief if you find the Company's actions inadequate

9. POLICY IMPLEMENTATION

Implementation of this Policy will be effective as of March 01, 2021.



General Statements

While interning at Virtually Testing, you are representing not just yourself, but the university and your fellow students, both current and future. Whether you do well or not at your site may have implications far beyond your current situation. Keep in mind that there will be no letters of recommendation for the **Beginner Track Internship**.

You are governed by the employer's employment policies, practices, procedures, and standards of conduct.

Specific Statements

You will professionally conduct yourself at all times. This includes, but is not limited to:

- Maintaining professionalism at all times. Due to recent events, I must reiterate that this is a professional group setting. This policy applies to everyone within the program, regardless of gender, sexual orientation, or other protected characteristics. You must use the appropriate written and oral expression in all interactions with the program's personnel, managers, supervisors, and employees, ensuring that each interaction is conducted with dignity and respect towards every person within the program.

Harassment is a ZERO tolerance policy. We expect our employees and students to treat each other with respect and avoid hindering other people's work. Failure to cooperate will result in being dropped from the program, black-listed from future events and programs within Virtually Testing, as well as notifying your university of any improper behavior.

- Maintaining confidentiality regarding information accessed on any members, employees, and products or services associated with the internship site.



Learn, Test, and Share!

- **Reliable Internet Connection:** You are expected to have a reliable and stable internet connection so that you will be able to participate and complete the program successfully.
- **To maintain professionalism,** your google email registered to the internship program must contain your first and last name, along with a headshot picture for your profile.
- **Time Commitment:** You are expected to attend all meetings during this internship, as well as participating and completing all weekly assignments. Failure to do so will result in being dropped from the program.
- **Independently adhering and understanding the directions to each assignment and project.** This internship is not a training program, this is a professional internship. Therefore, you are expected to read through each assignment and follow directions, independently.

This internship is not a training program, this is a professional unpaid internship.

Preparation for LinkedIn and Twitter:

- Upon your enrollment to Virtually Testing Foundation, you must have a LinkedIn and Twitter Account.
- You will then need to update your profile picture with a headshot picture of yourself for both LinkedIn and Twitter accounts. This picture must be clear and visible and preferably with a dark color background.
- You must make both LinkedIn and Twitter profiles publicly visible so the VT Feedback Evaluators can grade your assignments.
- You must be comfortable with making weekly post's on LinkedIn and Twitter.

Preparation to Discord:

- Upon getting your discord invite link, you will have to update your profile with your first, middle, and last name. Format it like how it would appear on a government-issued ID.



Learn, Test, and Share!

- You will then need to update your profile picture with a headshot picture of yourself. This picture must be clear and visible and preferably with a dark color background.
- Once you have completed your discord profile set up in the correct format you must then post an introductory post to the discord channel. This will get you immediate visibility to all interns who are also participating in the internship.

If you are having problems:

- With an assignment despite having read the instructions twice
- With something that we have asked you to do despite making sure that you have followed all directions properly
- Or, if you are having personal issues

Let Virtually Testing Helpdesk Engineers know you need help as soon as you can! Submit a ticket by using the VT Helpdesk portal: <https://internship.on.spiceworks.com/portal>

We will try our best to help you, but we can't know if you are having trouble if you don't tell us. In a virtual internship, the dynamic is different as you are in charge of leading all activities and reporting them.

Information about Assignments:

No Late Assignments/No Missing Assignments. Because of the hands-on activities, you will be doing in this course, we will not accept late assignments, except due to extenuating circumstances, which you must tell us about before the assignment is due. We do not give extensions when they are requested at a time when, or after the assignment is due.

There are no late assignments during the duration of this 10-week program, any unexcused late assignment will be treated as missing work.

Warning: Missing 30% or more of your work may result in removal from the internship.

Missing the first week's assignment will result in access being revoked to Virtually Testings content and immediate removal from the internship.



Academic Integrity Statement:

A violation of academic integrity is an instance when an intern attempts to pass off someone else's words or ideas as their own, no matter where s/he obtained those words or ideas, and no matter where these ideas are presented. We practice using quotation and citation in this internship so you can benefit from others' ideas while attributing them appropriately. There is nothing wrong with representing someone else's ideas in your work; you just have to give them credit. Additionally, there is nothing wrong with getting help on an assignment, but the final product must be predominantly the result of your work. All academic integrity violations in this internship will result in a disqualification of internship, and/or, a blacklisting from Virtually Testing Foundation, and/or referral to the VT's Academic Integrity Officer.

Virtually Testing gives four definitions of types of academic integrity violation:

- **Cheating:** Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise.
- **Plagiarism:** Plagiarism is the act of presenting another person's ideas, research, or writings as your own.
- **Obtaining Unfair Advantage:** Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.
- **Falsification of Records and Official Documents**