

Code of Conduct

Policy Owner: VIMBuild, LLC

Author: Martin Ashton

Effective Date: 02/06/2025

Purpose

The primary goal of VIMBuild, LLC's Code of Conduct is to foster inclusive, collaborative, and safe working conditions for all employees and contractors, hereafter referred to as staff. As such, VIMBuild, LLC is committed to providing a friendly, safe, and welcoming environment for all staff, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status, or religion (or lack thereof).

This Code of Conduct outlines our expectations for all VIMBuild, LLC staff and the consequences for unacceptable behavior.

Scope

The Code of Conduct applies to all VIMBuild, LLC staff. This includes full-time, part-time, and contractor staff employed at every seniority level. The Code of Conduct is to be upheld during all professional functions and events, including but not limited to VIMBuild, LLC-related extracurricular activities and events, while attending conferences and other professional events on behalf of VIMBuild, LLC, and while working remotely and communicating on VIMBuild, LLC resources with other staff.

We expect all VIMBuild, LLC staff to abide by this Code of Conduct in all business matters—online and in-person—and all one-on-one communications with customers and staff pertaining to VIMBuild, LLC business.

This Code of Conduct also applies to unacceptable behavior occurring outside the scope of business activities when such behavior has the potential to adversely affect the safety and well-being of VIMBuild, LLC staff and clients.

Culture and Citizenship

A supplemental goal of this Code of Conduct is to increase open citizenship by encouraging participants to recognize the relationships between our actions and their effects within VIMBuild, LLC culture.

- **Be welcoming.** We strive to be a company that welcomes and supports people of all backgrounds and identities.
- **Be considerate.** Your work at VIMBuild, LLC will be used by other people, and you, in turn, will depend on the work of others. Any decision you make will affect users and colleagues, and you should take those consequences into account when making decisions.
- **Be respectful.** Not everyone will agree all the time, but disagreement is no excuse for poor behavior and manners. It is important to maintain a professional and respectful work environment at all times.

Acceptable and Expected Behavior

The following behaviors are expected and requested of all VIMBuild, LLC staff:

- Participate authentically and actively.
- Exercise consideration and respect in speech and actions at all times.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and your fellow participants.
- Alert the relevant VIMBuild, LLC [Department Head](#) if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct.
- Remember that VIMBuild, LLC events may be shared with members of the public and customers; please be respectful to all patrons at all times.

Unacceptable Behavior

The following behaviors are considered harassment and are unacceptable within our community:

- Violence, threats of violence, or violent language directed against another person.
- Sexist, racist, homophobic, transphobic, ableist, or otherwise discriminatory jokes and language.
- Posting or displaying sexually explicit or violent material.
- Posting or threatening to post other people's personally identifying information ("doxing").
- Personal insults, particularly those related to gender, sexual orientation, race, religion, or disability.
- Inappropriate photography or recording.
- Inappropriate physical contact.
- Deliberate intimidation, stalking, or following (online or in person).
- Advocating for or encouraging any of the above behavior.
- Repeated harassment of others. In general, if someone asks you to stop, then stop.

Weapons Policy

No weapons will be allowed at VIMBuild, LLC events, office locations, or in other spaces covered by the scope of this Code of Conduct. Weapons include but are not limited to guns, explosives (including fireworks), large knives, and any other item used for the purpose of causing injury or harm to others.

Anyone seen in possession of one of these items will be asked to leave immediately and will be subject to punitive action up to and including termination and involvement of law enforcement authorities. VIMBuild, LLC staff are further expected to comply with all state, province, and local laws.

Consequences of Unacceptable Behavior

Unacceptable behavior from any VIMBuild, LLC staff, including those with decision-making authority, will not be tolerated.

Anyone asked to stop unacceptable behavior is expected to comply immediately.

If a staff member engages in unacceptable behavior, VIMBuild, LLC leadership may take any action deemed appropriate, up to and including suspension or termination.

Reporting Violations

If you are subject to or witness unacceptable behavior or have any other concerns, please notify an appropriate member of VIMBuild, LLC leadership as soon as possible.

It is a violation of this policy to retaliate against any person making a complaint of unacceptable behavior or against any person participating in the investigation of any such allegation. Any retaliation or intimidation may be subject to punitive action up to and including termination.

Disciplinary Action

Employees who violate this policy may face disciplinary consequences in proportion to their violation. The relevant VIMBuild, LLC [Department Head](#) (or a relevant executive) will determine how serious an employee's offense is and will take the appropriate action.