

NATIONAL ICT INNOVATION HUB

CODE OF CONDUCT

Version 1.0

1.0 APPLICABILITY

This Code applies to all the National ICT Innovation Hub (NiiH) members. All NiiH members are responsible for familiarizing themselves with this Code and complying with it in all respects regarding their membership at the NiiH and ensuring their permitted visitors and guests also comply. Failure of a NiiH member to comply with the requirements of this Code may lead to that participants' privileges at the NiiH being revoked.

2.0 OUR VALUES

- Honesty above all
- Integrity
- Commitment to being present
- Respect for others
- Celebrating innovation
- Clarity in communications
- Kindness in actions

3.0 OUR STANDARDS FOR CONDUCT

All NiiH incubator participants are required to:

- a) Conduct themselves in an honest, collegial and ethical manner that is respectful of the rights and safety of themselves and others
- b) Maintain productive, cooperative, collegial and civil relations with all other NiiH members
- c) Comply with all applicable NiiH agreements, codes, guidelines, procedures and policies
- d) Act with integrity and conduct themselves in a way that promotes and maintains the public's trust and confidence in NiiH as a hub that supports innovation
- e) Participate in the review meetings towards meeting membership milestones. Members will meet assigned NiiH employee to review progress against their pre-entry growth plan and set goals. NiiH retains the right to stay informed of the member's progress (including but not limited to financing, growth records and periodic financial reports of the member's performance)

- f) Participate in all NiiH member group activities. Missing twice attracts a warning and three times without just cause attracts dismissal. In addition, Member shall make best efforts to participate in any additional activities recommended by NiiH staff and industry advisors
- g) Make full use of the provided space as agreed in the Memorandum of Understanding. Failure to adhere to usage of the provided or absence for more than two weeks with just cause attracts dismissal

4.0 RESPONSIBILITIES

4.1 Confidential Information and Intellectual Property

Each member acknowledges the NiiH provides an open and collegial environment. The collaborative nature of NiiH must be balanced by each member taking care at all times to protect the confidential information and other intellectual property that he/she, and his/her project team/advisors has access. It is each member's responsibility to protect his/her own confidential information from unauthorized disclosure and use. Each member should avoid leaving confidential information unattended at their desks and should ensure confidential documentation and materials are securely stored.

As part of their activities at the NiiH, members may receive access to or become aware of other members' confidential information. Members shall not use any such confidential information for any purpose, or disclose any such confidential information to any person, except as explicitly permitted by the person who disclosed that confidential information to them.

Member expressly acknowledges and agrees that during his/her participation at the NiiH, he/she will be exposed to other Member Confidences. "Member Confidences" means information (such as business information, trade secrets, technology, customers and prospects, and other confidential information) disclosed by NiiH, the Incubator, and other participants in the Incubator that is confidential or proprietary in nature. Member agrees to keep confidential and not to disclose Member Confidences, and Member understands that Member Confidences remain the exclusive property of whomever disclosed them, and Member acquires no rights in Member Confidences.

For the purposes of this Code, confidential information means information held or disclosed by a member or through its communications equipment that is not generally available to the public (except due to a breach of this Code or some other legally binding obligation). Confidential information does not include information that becomes subsequently generally available to the public through no breach of this Code and no breach of any other legally binding obligation, information that was obtained by the recipient from a third party free of any duty of confidence, information that was independently developed by the recipient, or information that is required to be disclosed by law, government regulation, or court order.

4.2 Visitors

- a) Ensure that all visitors identify and register at the reception area
- b) Notify the NiiH administration when receiving VIP visitors

4.3 Use of Meeting Rooms

Request for use of any of the meeting rooms and hall at the reception with at least one month in advance.

4.4 Personal Conduct

The NiiH is committed to providing a safe and productive work environment that is free from all forms of sexual or other harassment, violence or discrimination. All members may not work while impaired due to drug abuse or alcohol.

5.0 PROHIBITIONS

The following is a list of some, but not all, behavior that constitutes an offence under this Code:

- a) harassing, bullying or intimidating others
- b) holding yourself out as an agent of NiiH, or making promises or statements on behalf of NiiH
- c) Using any equipment or facilities provided by NiiH for any purpose other than the particular project authorized by NiiH
- d) interfering with the transmission of heat, air conditioning, electricity, or any other utility or data services, including, but not limited to, phone and internet services, at the NiiH
- e) possessing any dangerous chemicals (without written pre-approval) or materials (without written pre-approval) at the NiiH
- f) behaving in ways that unduly disrupt the experience of others at the NiiH
- g) making copies or distributing access cards/entry keys/or other security access methods to any unauthorized persons;
- h) willfully damaging property of NiiH or others at the NiiH
- i) not complying with directions of employees of NiiH acting in the legitimate performance of their duties.

6.0 GENERAL INFORMATION

6.1 Advisory Services

Member may receive business, operational and technical advisory services at the NiiH offered by its staff, partners, associates or mentors. Member expressly acknowledges and agrees that such

information is advisory in nature and NiiH, its staff, partners, associates or mentors shall not be held liable for the acts or omission of these individuals.

6.2 No Guarantee of Results

Member expressly acknowledges and agrees that NiiH cannot guarantee that Member's business will succeed. Member shall be solely responsible for making all decisions and taking actions related to his/her business, including compliance with all applicable laws and regulations, and Member hereby waives and covenants not to sue NiiH and its employees, agents, contractors, or other representatives for any claim related to such matters.


7.0 ENFORCEMENT

This Code will be enforced by the NiiH staff, who will have sole and absolute discretion to enforce this Code, subject to other applicable NiiH policies and procedures. In cases where a NiiH staff member considers it appropriate, a member's privileges may be immediately suspended and/or the member may be required to vacate the NiiH premises. The suspension of such privileges may continue thereafter as an interim measure for a period determined by the NiiH administration. At an appropriate time, as determined by the NiiH administration, member's privileges shall either be reinstated or shall be permanently maintained.

8.0 ACKNOWLEDGEMENT

I acknowledge that I have read and understood the NiiH Code of Conduct. I hereby agree to comply with the provisions set forth herein in their entirety for the duration of my time as a NiiH member.

Name: Vivian Birungi

Signature: 

Company: Info Consults

Title: Software Engineer

Date: 2/9/2022

Witnessed by NiiH Employee:

Name:

Signature:

Title:

Date: