

# Policy: Code of Conduct

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Code Like a Girl was created to bring like-minded people together to share experiences, knowledge and stories in a supportive, inclusive space. As such, CLG is dedicated to providing a safe, fun and most importantly, a harassment-free experience for all of team members and wider our community, across all of our services and programs.

## About the policy

This policy sets out the expectations for the personal and professional behaviour of CLG employees and representatives (contractors, students, interns, volunteers, clients, ambassadors, consultants and temporary staff).

This code of conduct governs the behaviour of employees and representatives in all work and work-related activities, and outside CLG official work when any personal activity conflicts with CLG's Code of Conduct or negatively impacts the organisation's operational abilities and/or reputation.

CLG has a zero tolerance for inaction when inappropriate or criminal behaviours occur. Any employee or representative behaving contrary to this policy may be subject to disciplinary action up to and including dismissal.

## Expected standards

We expect everyone to be treated equally and with respect, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, ethnicity, age, family structure, socio-economic status, religion (or lack thereof), or programming language preference.

We do not tolerate harassment of any form in our community. This Code of Conduct applies to all CLG programs and services, including public community events and coding camps. It applies to the Code Like a Girl ecosystem, including all employees, contractors, students, interns, volunteers, clients, and event attendees.

It is expected that CLG employees and representatives will always represent the organisation and conduct themselves in a manner consistent with this Code of Conduct.

## Procedural guidelines

CLG employees and representatives are required to bring to the attention of relevant senior managers within CLG any potential incident, abuse or concern they witness or are made aware of.

If you are a manager, you have a particular responsibility to set a good example and to create a working environment that supports employees and other representatives in upholding these standards. This in turn helps you to manage behaviour that breaches the Code of Conduct.

When representing CLG, whether at an office, remote event/meeting, work function, we will abide by the following minimum standards.

### **We live by our organisational values**

#### **We are inclusive.**

We're a deeply accessible community of women and gender minorities, choosing to collaborate and not work against each other. We deeply love our community. We are committed to continue to show up for our community, and those who need our support most. We love it when our community speaks up and gets involved.

#### **We are curious.**

We spur the curiosity in kids and adults, giving them the confidence to fail and enjoy. We use humour to cut through a topic that can often feel tired or heavy/complex. We ask questions, sideline assumptions and always seek to grow our knowledge and understanding - of tech and each other!

#### **We are brave.**

We believe in a smarter path, in taking risks, in creatively challenging the status quo through an action mindset. We love to immerse ourselves in emerging technology and strive to be continuously learning and growing. Only by questioning long-held views and priorities can we make the changes necessary to increase diversity and inclusion in tech.

#### **We are grounded.**

We're authentic, honest, responsible role models for women and gender minorities. By being deeply transparent, we provide peace of mind to our community, honouring the trust our community places in us.

### **We treat each other respectfully, courteously and with dignity**

- Everyone is entitled to be treated with respect as a person, regardless of role or individual differences.

- We value our people and their personal commitment to delivering quality programs and services.
- We encourage cooperation, learning and growth in all who work with us.
- We do not act in a manner that may cause offence to others.
- We operate from the principle of “do no harm”.
- We behave in a manner that upholds the good reputation of the organisation.

### **We are fair and honest in our dealings**

- We treat each other and others fairly and with respect. And do not harass, victimise or discriminate against team members or others through work practices or the provision of services on the grounds of sex (including pregnancy), sexuality, gender status, race, colour, ethnic or ethno-religious background, descent or national identity, marital status, disability, age, educational achievement, political conviction or religious belief, carers’ responsibilities or other grounds covered by relevant legislation.
- We do not engage in fraternisation and avoid relationships in the course of our professional duties which involve, or appear to involve, partiality, preferential treatment or improper use of rank or position.
- We are fair and honest - not using coercive or misleading practices or falsifying information.
- We do not place ourselves in situations in which our private interests could conflict directly or indirectly with our obligations to the organisation’s interests.
- We avoid conflicts of interest and/or the appearance of conflicts of interest by disclosing relevant personal, family or business relationships; declaring and removing ourselves from decisions pertaining to that individual or group.
- We do not act in ways which may cause others to question our loyalty to the organisation.

### **We are responsible for our actions and accountable for their consequences**

We take personal responsibility for all issues over which we have control and the manner in which these are achieved.

### **We respect the law and act accordingly**

- We respect and abide by the laws that govern us.
- We maintain a safe work environment.
- We will not engage in any conduct which could breach laws regarding corruption, bribery and money laundering (domestic and foreign).

- We commit as an organisation to continue any investigation of Sexual Misconduct or Sexual Harassment to closure, as far as is reasonably practicable, despite whether the position ends before the commencement or conclusion of the Investigation Process.

## **We are a rights-based organisation**

- Sexual exploitation and sexual abuse violate CLG's values, universally recognised international legal norms and standards, and are unacceptable behaviour and prohibited conduct for CLG staff.
- In order to further protect the most vulnerable populations, especially women and gender minorities, we have a zero tolerance to the exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, or any other exchanges for personal gain.

## **Process for raising a concern**

Employees and representatives have an obligation to report instances of behaviour that are not in line with this Code of Conduct to the appropriate line manager and/or HR Manager in a timely manner. Failure to report this may lead to disciplinary action up to and including termination of employment or cessation of engagement with CLG.

Anyone has the right to make a complaint or report a breach of this policy without fear of reprisal.

### **Steps:**

- We encourage employees to first confidentially raise any concerns with their line manager and/or HR Manager in a timely manner in the first instance.
- Complaints are handled sensitively and in confidence. It is important to note that the person the complaint has been raised about must be informed of the formal complaint and have the opportunity to respond.
- Assurance will be sought from the person who is the subject of the complaint that there will be no reprisals or victimisation against the complainant. It will be made clear that the allegation is a very serious matter and, if substantiated, may result in termination of their employment with CLG.
- If necessary, the manager of the accused person will be informed of the complaint and any action agreed to resolve it. The manager may be required to monitor the situation.
- Complaints deemed to be vexatious and an abuse of this policy may lead to disciplinary action against the complainant, up to and including termination of employment or cessation of engagement with CLG.

This policy is to be read in conjunction with all CLG policies, procedures and guidelines.

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