

ASPIRATIONS IN COMPUTING COMMUNITY CODE OF CONDUCT

The National Center for Women and Information Technology (“NCWIT”) as the administrator of the Aspirations in Computing Community (the “**Community**”) has adopted this Code of Conduct (the “**Code**”) in order to establish and maintain high standards and professionalism among the Community. This Code represents a commitment by the Community members to follow the ethical standards and best practices evidenced by this Code at all times, including but not limited to: behaving with common courtesy and civility; conducting themselves in an ethical and appropriate manner; deterring wrongdoing; and not engaging in or facilitating any discriminatory or harassing behavior. The principles set forth in this Code do not cover every situation encountered by a Community member, but are representative of the spirit with which a Community member should make decisions. If a conflict exists between the Code and the law, the law prevails.

In order to maintain membership in the Community, each Community member is required to be familiar with and comply with this Code. Failure to abide by the Code may result in disciplinary action, in NCWIT’s sole discretion, up to and including removal from the Community.

1. COMMUNITY MEMBERS SHALL BE FAIR AND TAKE ACTION NOT TO DISCRIMINATE.

The Community values equality, tolerance, and respect for others, and prohibits Community members from engaging in harassment of others. Harassment is offensive, unwelcome, physical or verbal behavior or sexual conduct.

Harassment includes the display or circulation of written material or pictures which are degrading or hostile on the basis of the above factors and verbal abuse, slurs or insults based on those factors and directed at or made in the presence of persons having those characteristics.

Harassment also refers to behavior that is personally offensive, impairs morale and interferes with the effectiveness, values or mission of the Community. Any harassment of Community members by Community members or harassment of Community members on others will not be permitted, regardless of their relationship.

2. COMMUNITY MEMBERS SHALL NOT HARM OTHERS.

Community members shall avoid harmful conduct, including physically or verbally abusing another person, making offensive comments, posts or statements meant to intentionally harm someone’s reputation, or discriminating against another on the basis of race, color, national origin, age, sex, disability, religion or any other status protected by applicable law.



3. COMMUNITY MEMBERS SHALL NOT ENGAGE IN UNACCEPTABLE PERSONAL CONDUCT.

Community members are expected to conduct themselves ethically, and in compliance with all applicable laws, regulations, and NCWIT policies. Community members are expected to practice and model ethical and responsible behavior in all aspects of their participation in the community. Expected conduct includes engaging in fair, open-minded, and principled interactions; acting in good faith; being personally accountable for individual actions; conscientiously fulfilling obligations towards others; and communicating ethical standards of conduct by example.

4. COMMUNITY MEMBERS SHALL USE SOCIAL MEDIA RESPONSIBLY.

NCWIT encourages professionalism and honesty in social media and other communications. Although NCWIT encourages use of social media to get the word out and bring attention to the Community, the use of social media also presents certain risks and carries with it certain responsibilities. Each Community member is personally responsible for what that member communicates in social media. Anything published might be available to be read by the public for an indefinite period of time. Community members must never speak on behalf of NCWIT or the Community without prior written consent from NCWIT. Community members must use good judgment when posting on social media and should keep in mind that anything said can reflect on the Community and NCWIT. Community members shall strive to be accurate in their communications about the Community and shall abide by this Code at all times when using social media.

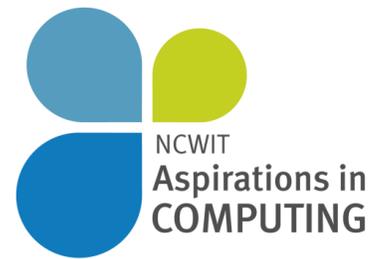
5. COMMUNITY MEMBERS SHALL HONOR INTELLECTUAL PROPERTY RIGHTS.

Violation of a third party's intellectual property rights including copyrights, trademarks, patents, trade secrets and the terms of license agreements is prohibited by law in most circumstances. Unauthorized duplication of materials will not be tolerated and Community members must not engage in such behavior.

6. COMMUNITY MEMBERS SHALL GIVE PROPER CREDIT FOR INTELLECTUAL PROPERTY.

Community members shall not take credit for another's ideas or work, even in cases where the work has not been explicitly protected by copyright, patent, trademark, or any other intellectual property protection. No Community member may make statements on behalf of NCWIT or the Community or use any of NCWIT's marks (including those advertising the Community) without the express prior written consent of NCWIT.

7. COMMUNITY MEMBERS SHALL RESPECT THE PRIVACY OF OTHERS.



Community members may collect and/or exchange personal information about themselves or another person. Community members shall maintain the privacy and integrity of personal information describing or identifying another person. Community members shall protect any such information from unauthorized access, accidental disclosures or use.

8. COMMUNITY MEMBERS SHALL HONOR CONFIDENTIALITY.

The Community values honesty and confidentiality of private, non-public information. Community members shall respect the confidentiality of any such private, non-public information, including any personal information describing or identifying another person that may have been provided to the Community member by NCWIT or another Community member.

9. COMMUNITY MEMBERS SHALL UPHOLD THE PRINCIPALS OF THIS CODE AND THE MISSION AND VISION OF NCWIT.

Not only is it important for Community members to adhere to the principles expressed in this Code, each Community member should also encourage and support adherence by other Community members. Additionally, the Community is administered by NCWIT and is also governed by NCWIT's mission and vision statements as posted on NCWIT's website. Community members shall act in accordance with the same.

10. COMMUNITY MEMBERS SHALL REPORT ANY VIOLATIONS OF THIS CODE.

If you become aware of any violation of this Code or any other ethical concern, you must promptly write to notice@ncwit.org. You should be as detailed as possible. NCWIT takes all such notifications seriously and is committed to investigating complaints received. NCWIT will strive to maintain the confidentiality of information revealed in the investigation to the extent possible, however, certain information may have to be disclosed for an effective investigation to occur. If, after investigation, NCWIT determines that a violation of the Code occurred, NCWIT will take immediate and appropriate corrective action that NCWIT deems appropriate in its sole discretion, up to and including dismissal from the Community, and, in the event of criminal conduct or other serious violations of the law, notification of appropriate governmental authorities.

11. NCWIT DOES NOT TOLERATE RETALIATION.

NCWIT does not tolerate acts of retaliation against: (i) any Community member who makes a good faith report of known or suspected acts of misconduct or other violations of this Code, (ii) is the victim of harassment or discrimination, or (iii) cooperates in any investigation. This policy does not mean, however, that if the alleged harasser participates in the investigation as a witness, he or she is protected from discipline or discharge if such action is warranted. If you believe that you have witnessed or been subjected to unlawful retaliation, please report that to NCWIT in the

National Center for Women &
Information Technology
University of Colorado
Campus Box 417 UCB
Boulder, CO 80309



same way that you would report any other violation of this Code. NCWIT will investigate reports of unlawful retaliation the same as it investigates reports of a violation of this Code.

Thank you for your time and energy. You are helping NCWIT reach, educate and support thousands of young women interested in computing and technology. If you have any questions, please email aspirations@ncwit.org. To learn more about the work of the National Center for Women & Information Technology, visit www.ncwit.org or follow us on Twitter: [@NCWIT](https://twitter.com/NCWIT).