Code of Conduct for the Hackathon

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1. Preamble

The code of conduct for the Hackathon of the B-Cubed project contains binding rules for all attendees. The organising team reserves the right to take appropriate actions, including warning, expulsion, or reporting to law enforcement, for any violations of this code.

2. Principles

Equality: B-Cubed Hackathon is committed to creating an environment that champions equality. Equality means providing equal opportunities for everyone to participate and thrive in our hackathon. Whether you're a seasoned professional or a first-time participant, everyone is encouraged to bring their ideas to the table and contribute to the collective success of the Hackathon. Additionally, the Hackathon actively promotes gender equality into its activities.
Do's:
- Treat everyone with respect and kindness.
- Embrace and celebrate diversity.
- Encourage equal participation and opportunities.

Don'ts**:**
- Engage in discriminatory behaviour.
- Hinder anyone from fully engaging in the event.

Inclusivity: Foster an inclusive environment where everyone feels welcome, respected and empowered to contribute their unique perspectives and skills, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, or religion. We believe that fostering a diverse community is not just a goal but a fundamental principle that enriches the entire hackathon experience.
Do's:
- Create a welcoming atmosphere for all.
- Encourage diverse perspectives and ideas.

Don'ts**:**
- Allow exclusionary behaviour.
- Tolerate any form of discrimination.

Ethics: We believe in innovation that goes hand-in-hand with responsibility. Our commitment to ethical considerations ensures that our projects, solutions, and collaborations contribute positively to society. We encourage participants to consider the broader implications of their work, striving for advancements that align with ethical standards.
Do's:
- Consider the societal impact of your projects.
- Uphold ethical standards in all aspects of your work.

Don'ts**:**
- Engage in unethical practices.
- Neglect the potential consequences of your work.

Collaboration: Embrace collaboration and open communication. Encourage sharing ideas, constructive feedback, and teamwork. Respect others' opinions, even if they differ from your own.
Do's:
- Foster a collaborative and supportive environment.
- Communicate openly and respectfully.

Don'ts**:**
- Disrupt teamwork through negative behaviour.
- Disregard others' opinions without consideration.

Respect: Treat everyone with respect, kindness, and empathy. Respect diverse perspectives, experiences, and backgrounds. Harassment, discrimination, or any form of unwelcome behaviour will not be tolerated.
Do's:
- Treat others as you would like to be treated.
- Value and appreciate different viewpoints.

Don'ts:
- Engage in disrespectful behaviour.
- Harass or discriminate against others.

Safe space: Ensure that the Hackathon venue and online spaces are safe for all participants. Report any concerns or incidents to the organising team or to the venue staff promptly.
Do's:
- Prioritise the safety and well-being of all participants.
- Report any safety concerns promptly.

Don'ts:
- Allow unsafe conditions to persist.
- Disregard the well-being of others.

Intellectual Property: Respect the intellectual property rights of others. Only use open-source software or materials for which you have the right permissions.
Do's:
- Ensure the legality of software and materials used.
- Respect the intellectual property of others.

Don'ts:
- Engage in unauthorised use of intellectual property.
- Neglect to verify the legal status of software or materials.

Compliance with Laws: Participants must comply with all local, national, and international laws and regulations.
Do's:
- Familiarise yourself with relevant laws and regulations.
- Ensure compliance with legal standards.

Don'ts:
- Engage in illegal activities.
- Disregard legal obligations.

Hygiene: Follow good hygiene practices, especially in shared spaces. Keep your workspace and the venue clean and orderly.
Do's:
- Maintain personal and workspace hygiene.
- Contribute to a clean and orderly environment.

Don'ts:
- Neglect personal and workspace cleanliness.
- Disregard the importance of maintaining a clean and orderly environment.

Emergency Procedures: Familiarise yourself with emergency procedures at the venue. In case of emergency, follow instructions from event organisers and venue staff.
Do's:
- Familiarise yourself with the emergency procedures.
- Follow instructions from event organisers and venue staff in case of emergency.

Don'ts:
- Disregard or ignore emergency instructions.
- Take actions that may jeopardise the safety of yourself or others.

3. Application of the Code of Conduct

Create awareness
All participants are encouraged to familiarise themselves with the Hackathon's Code of Conduct to ensure a shared understanding of the principles and expectations.

Incident response guidelines
- In the event of observed or experienced misbehaviour, participants are empowered to intervene and request the discontinuation of the inappropriate behaviour. It is crucial to address such incidents promptly to maintain a respectful and inclusive environment. If approaching the alleged individual was unsuccessful or if individuals get upset or defensive, the affected individual can:
    - Directly contact the organisers of the Hackathon, who are identified at the start of the event or contact them anonymously through email at b-cubedsupport@meisebotanicgarden.be.
    - Contact the venue staff in case of emergency.

All complaints will be treated seriously and responded to promptly by the organisation.

File a complaint or report an issue

If you are uncomfortable or encounter a problem during the Hackathon, please follow the incident response guidelines. Incident reports can be submitted either by directly communicating with the organising team or through email. Confidentiality will be maintained unless disclosure is legally required. To file a complaint, report inappropriate behaviour or express other concerns, please contact us at b-cubedsupport@meisebotanicgarden.be.

The Hackathon organisation team is not authorised to make decisions or judgement, particularly in legal or formal proceedings. Their role involves assessing evidence, hearing arguments, and

ultimately making a final determination or ruling on a matter. While they may not have legal authority, the team is committed to ensuring the safety and wellbeing of participants. They can assist by facilitating contact with venue security, providing escorts, helping individuals reach appropriate authorities or local law enforcement or otherwise offering advice and support to ensure a safe environment throughout the event.

Prompt for report

- Name, Name of the reporter, Name of the reportee
- Event, Location, Date, and Time
- Is immediate action necessary or required?
- Details and description
- Has any action been implemented in response to the incident?
- Is the organising team of the Hackathon informed about the incident?
- Any previous incidents
- Reporter wishes to remain anonymous