

# Code of Conduct

It is important that we treat each other with respect, and create an online space that is comfortable and where everyone feels safe enough to learn and participate.

To help us all do this, we have created a code of conduct for all of us to follow during the **Amazon Longitude Explorer Prize online workshops**:

## Behaviour:

- ☐ Be yourself and respect others
- ☐ Think before you write
- ☐ Zoom is a virtual classroom; therefore, all classroom rules apply.
- ☐ Do not ask anyone for their personal details, and do not share personal details with anyone you do not know in person
- ☐ Log in promptly; we have limited time for these sessions so don't want to keep anyone waiting
- ☐ Use of any profanity - spoken, written or otherwise - is not acceptable. The chat and sessions will be moderated.
- ☐ Please do not take any screenshots or screen recordings. We will share an official recording of the sessions with speaker view only.

## Virtual Workshop set up:

- ☐ When signing in to the meeting, use your team name and your first name only e.g. **<Team Name\_First Name>**.
- ☐ When choosing a place to sit to attend the workshops if you're at home, make sure your background is not your bedroom or other spaces you would not want others to see, and keep the door open.
- ☐ Please ensure you're muted when not talking
- ☐ Ask questions using chat, and raise your hand if you need help or would like to speak
- ☐ Use the raise your hand feature if wanting to ask a question live
- ☐ Close unneeded applications on your computer to keep the meeting optimally functioning

## Workshop safety

- ☐ **Do not** give our personal information or contact details to anyone else participating in the webinar
- ☐ **Do not** share the meeting password or webinar link with anyone else who is not taking part in the Amazon Longitude Explorer Prize
- ☐ **Do not** announce joining details of the workshop on social media; we're glad you're excited to be taking part, but we ask that you do not promote the session online
- ☐ **If you have any concerns during the workshop please report them to your Team Champion**