

Lighthouse Labs Code of Conduct

Lighthouse Labs' training programs will be operated in an appropriate manner.

These policies are in compliance with the following regulations:

- Alberta Private Vocational Training Act - Alberta Regulation 341/2003 With amendments up to and including Alberta Regulation 149/2016
- Private Training Act of British Columbia
- Amended Ontario Private Career Colleges Act, 2005 and Ontario Regulation 415/06

The Code of Conduct Policy is included in the Policies Packages provided to students.

CODE OF CONDUCT POLICY

Name of Policy: Code of Conduct Policy

Implementation date: May 30, 2016

Date of last revision: November 2, 2020

Position(s) Responsible: Senior Education Administrator

Policy

This Policy applies the CODE OF CONDUCT rules and is in compliance with SVH Action Plan issued June 2016 and with PTIB Sexual Harassment and Violence Policy. The Code of Conduct Policy integrated a compliant sexual violence policy on January 25, 2017, and defines Lighthouse Labs' expectations of conduct. The LHL Code of Conduct Policy that is provided to all students defines policy and procedure on how the CODE OF CONDUCT is implemented.

Thank you for helping to make this a welcoming and friendly educational experience for all.

Lighthouse Labs (LHL):

- Requires every application for registration to include a copy of the Code of Conduct policy;
- Requires every enrolment contract to include an acknowledgement by the student that they have received a copy of the Code of Conduct policies against harassment;
- Appropriately accommodates the needs of students affected by sexual violence at no cost to the students;
- Provides information about the supports and services available at Lighthouse Labs or through its agents/community for students affected by harassment of any type;
- Informs students that a formal report of an incident is not necessary and Lighthouse Labs will appropriately accommodate the needs of affected students;
- Publishes this policy on its website or in a conspicuous location at each of its campuses; and
- Provides or makes available training on its sexual violence policy to the following persons:
 - Corporate directors, controlling shareholders, owners, partners and other persons who manage or direct the affairs of Lighthouse Labs, and their agents,
 - Instructors, staff and other employees and contractors of Lighthouse Labs and

- Students enrolled at Lighthouse Labs;
- The training shall include training on the LHL's process for responding to and addressing incidents and complaints of sexual violence, including the elements set out in subsection (2). O. Reg. 132/16, s. 3;
- If Lighthouse Labs's sexual violence policy conflicts with its expulsion policy, the sexual violence policy prevails.

The Importance of the Code of Conduct Policy

If a participant violates the CODE OF CONDUCT the staff may take swift and appropriate action for the safety and health of students, staff and facilities. This includes expulsion from the cohort, warning the offender, removing the offender from the premises, and requesting assistance from external service providers such as police or ambulance.

Participants asked to stop any harassing behaviour are expected to comply immediately. Attendees violating these rules may be asked to leave the cohort without a refund at the sole discretion of the Senior Manager Education Delivery or the acting authority on-site at the time of the incident.

Procedure

These are the details of Lighthouse Labs' process for responding to and addressing incidents and complaints of harassment including sexual violence;

1. All concerns shall be directed to the Program Administrator, Education Team member or HR. Concerns may be brought by staff, students or the public.
2. The Program Administrator, Education Team member or HR will arrange to meet with the individual who presented the issue to discuss the concern(s) as soon as possible.
3. Following the meeting with the individual, the Program Administrator or designate will:
 - a. Appropriately accommodate the needs of the students and staff affected by harassment or breaches of CODE OF CONDUCT and
 - b. Will remind the student of the supports and services that are available and posted and
 - c. Inform the student that a formal report of an incident of sexual violence is not necessary to access supports, services, or accommodations,
 - d. a student may choose not to request an investigation by the private career college, and has the right not to participate in any investigation that may occur

4. The Program Administrator will assess the meeting and make the decision to conduct whatever further enquiry or investigation is necessary
5. Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
6. The Program Administrator will investigate and do one of the following:
 - a. Determine that the concern(s) were not substantiated or;
 - b. Determine that the concern(s) were substantiated, in whole or in part, then apply the Lighthouse Labs Dispute Resolution Policy and:
 - i. Inform staff and
 - ii. Inform support and services staff or
 - iii. Make other recommendations as needed
7. If the student wishes to withdraw from the program, the Program Administrator will inform Education and the Lighthouse Labs Refund Policy applies.

CODE OF CONDUCT

Lighthouse Labs is a private education and training institution intended for enriching the developer community and building the next generation of developers. We value the participation of each member of each cohort and want all attendees to have an enjoyable and fulfilling experience. Accordingly, all attendees are expected to show respect and courtesy to other attendees throughout the cohort and at all events, on or off campus, whether associated with Lighthouse Labs or not.

To make clear what is expected, all students, teachers, mentors, speakers, staff, organizers, and volunteers at any Lighthouse Labs event are required to conform to the following Code of Conduct. All of the above-mentioned 'participants' will be held equally accountable for their behaviour, with violation resulting in swift action being taken.

Lighthouse Labs is dedicated to providing a harassment-free education experience. We do not tolerate harassment of participants in any form. Harassment includes but is not limited to: any and all verbal, written or digital communication that has potential to be perceived as offensive in relation to gender, sexual orientation, disability, physical appearance, body size, race, or religion; sexual images (personal or public)

being viewable on your computer by others; deliberate intimidation be it physical or verbal; stalking or following; unwelcomed photography or recordings; sustained disruption of talks or other events; inappropriate and/or unwanted physical contact, and unwelcome sexual attention or advances.

All communication should be appropriate for a professional audience. Sexual or derogatory language and/or imagery is not appropriate. This includes during lecture, general mentorship time, while working in smaller groups and one on one with mentors and on both Lighthouse Labs or personal digital communications channels including Slack. Excessive swearing is not appropriate at Lighthouse Labs.

This Code is inclusive of activities and communications that happen on and off campus, **whether the activity is an official Lighthouse Labs event or not.**

Guest speakers, meetups, or similar activities which are supported by Lighthouse Labs are also subject to this policy. In particular, guest speakers should not use sexualized or derogatory images, activities, or other material.

Be careful with the words you choose and comments you make. Be kind to one another. Do not insult or put down others. Behave professionally. Sexist, racist, and other exclusionary jokes can be offensive to those around you. Be mindful when referring to others using nicknames or 'pet names.' Remember that we are all here to learn and have a positive experience.

If a participant engages in behaviour that violates this code of conduct, Lighthouse Labs may take any action they deem appropriate, including a warning at which time participants are expected to comply immediately. Violating these rules may also lead to expulsion from the cohort or venue, termination of contractor or employment, with no refund or recompense at the sole discretion of Lighthouse Labs.

We strive to lead by example and believe we are all responsible for protecting our culture. If any participant sees or experiences behaviour that makes them uncomfortable or violates this policy, they are encouraged to inform staff so we can quickly take the appropriate action to ensure minimal disruption to the education experience of all our students.

CODE OF CONDUCT Escalation Policy

Any concerning behaviour should be brought to the attention of a trusted staff member so that our Senior Manager Education Delivery can be made aware and appropriate action may be taken. The person bringing forward the concern may or may not have been directly affected by the behaviour and contact can be made via in person or digital means (email, slack, text etc.).

Our priority is to ensure the individual bringing the concern forward is heard, supported (by us and outside services if necessary), accommodated and is given full transparency of the escalation process as it unfolds and a resolution is determined. When possible the individual will be consulted on what steps they would like to take. We understand the sensitive and emotional nature of these complaints and highly value discretion and the privacy of all those involved. If the individual wishes to remain anonymous the staff will honour

their request when bringing the complaint forward to the GM. However in some situations it may necessary for our GM and/or HR to speak to the individual in order to complete the investigation process. The individual is not required to speak directly with the individual in which the concern is made.

It can be expected that any inquiries or investigations will take place within five school days of the initial concern being received. The GM of each branch will be responsible for taking lead on all actions following a concern being brought forward and will involve those who are deemed necessary to the process. After collecting all the information and appropriate consultation the GM is responsible for communicating and enforcing the decision on behalf of Lighthouse Labs.

Any form or perceived retaliation from individuals following the resolution of a complaint, regardless of the outcome, will not be tolerated.

We are all coming from different backgrounds and experiences and it is what it makes us great and unique. We believe the vast majority of our participants share in a common sense approach and coming from a place of treating each other with respect. Thank you for helping make this a welcoming, friendly educational experience for all.