

LNC Community Partnership Code of Conduct

This document outlines the mandatory standards and expectations for all entities partnering with the LNC Community. Adherence to these guidelines is a prerequisite for formalizing any Memorandum of Understanding (MoU) and is essential for maintaining a productive and mutually beneficial collaboration.

1. Purpose and Mission

The LNC Community is dedicated to fostering a safe, respectful, and high-quality environment for all participants. This Partnership Code of Conduct (the "Code") establishes the mandatory standards and expectations for all community, event, and hackathon partners (each, a "Partner") organizing events in association with the LNC Community.

The primary objective of this Code is to ensure that every LNC-partnered event is executed with professionalism, prioritizing the safety, comfort, and overall experience of all attendees. By entering into a partnership with the LNC Community, the Partner expressly agrees to adhere to these standards in their entirety.

2. Scope of Application

This Code applies to all events where the LNC Community is recognized as a partner, including but not limited to:

- Hackathons and technical competitions;
- Workshops, seminars, and meetups;
- Student-led initiatives and campus events.

The standards set forth herein govern the conduct of all individuals involved in the event, including organizers, volunteers, speakers, mentors, sponsors, staff, judges, and participants.

3. Core Principles of Partnership

Every LNC-partnered event must deliver a premier experience. Partners are expected to uphold the following core principles:

- **Professionalism:** Events must be meticulously planned and managed with a clear, finalized schedule.
- **Participant-Centricity:** The needs, safety, and comfort of participants are the paramount priority.
- **Integrity:** All interactions must be conducted with honesty, respect, and transparency.

4. Event Management and Scheduling

Reliability is fundamental to a successful partnership. Partners must adhere to the following scheduling protocols:

- **Date Confirmation:** Final event dates must be confirmed and communicated to the LNC Community prior to any public announcement.
- **Schedule Stability:** Established event dates shall not be altered except in cases of documented emergencies or force majeure.
- **Notification Requirements:** In the event of an unavoidable schedule change, the Partner provide written notice to the LNC Community at least seven (7) to fourteen (14) days prior to the original event date. Such notice must include the rationale for the change and a finalized updated schedule.
- **Prohibited Conduct:** Frequent, last-minute, or inadequately justified schedule changes are considered a breach of this Code.

5. Participant Safety and Inclusion

The LNC Community stands for inclusivity and safety. Partners are responsible for ensuring a welcoming environment free from harassment and discrimination.

5.1 Anti-Harassment Policy

Harassment in any form — including but not limited to offensive comments, deliberate intimidation, stalking, inappropriate photography or recording, sustained disruption of sessions — is strictly prohibited.

5.2 Non-Discrimination

Partners shall not permit discrimination based on gender, religion, caste, language, disability, physical appearance, race, age, social status, or academic background. All participants must be treated with equal dignity and respect.

5.3 Physical Safety and Comfort

The venue must provide a safe and conducive environment, including adequate seating, lighting, ventilation, and accessible, hygienic restroom facilities. No participant should be subjected to conditions that are unsafe, exclusionary, or disrespectful.

6. Operational Standards

6.1 Food and Refreshment Quality

Where food is provided, it must meet high standards of hygiene and quality. Partners must ensure:

- Sufficient quantity for all registered participants;
- Timely service according to the published agenda;
- Reasonable accommodation for common dietary requirements (e.g., vegetarian options).

Substandard or neglected food arrangements are unacceptable and reflect poorly on the partnership.

6.2 Venue and Facilities

The venue must be appropriate for the event's scale and nature. Minimum requirements include safe access, clean surroundings, potable drinking water, and basic emergency support. Any change in venue must be reported to the LNC Community immediately.

6.3 Professional Conduct of Staff

Organizers and volunteers represent the LNC Community partnership. They are expected to act professionally, avoid favouritism, and resolve conflicts with composure and respect. The Partner remains vicariously liable for the conduct of its volunteers and event staff.

7. Interaction with MLH Policies

For events supported by Major League Hacking (MLH), the MLH Code of Conduct and associated policies shall take precedence regarding specific MLH requirements. However, Partners must continue to respect LNC partnership expectations unless a direct conflict exists with MLH policy. For all other events, this LNC Code of Conduct applies in full.

8. Reporting and Incident Management

Partners must establish and publicize clear procedures for participants to report concerns or violations of this Code.

- Accessibility: A designated contact person or reporting channel must be available throughout the event.
- Responsiveness: All reports must be handled with seriousness, confidentiality, and without retaliation.
- LNC Notification: Serious incidents involving harassment, safety breaches, or significant organizational failure must be reported to the LNC Community within 24 hours.

9. Evaluation and Compliance

The LNC Community reserves the right to evaluate event performance through feedback from participants, mentors, and sponsors.

- Performance Recognition: Exceptional adherence to these standards may result in increased support, resource allocation, and prioritized future collaboration.

- **Corrective Action:** In instances of negative feedback or minor infractions, the LNC Community will review the concerns with the Partner and may require a formal improvement plan.
- **Breach and Termination:** Failure to implement required improvements, or the occurrence of serious or repeated violations, may result in:
 - Formal warnings or suspension of support;
 - Revocation of the right to use LNC branding;
 - Immediate termination of the partnership and disqualification from future collaboration.

10. Affirmation of Agreement

By accepting LNC partnership support, the Partner affirms its commitment to this Code of Conduct. The Partner acknowledges that its performance will be measured against these standards and agrees to execute the event responsibly and ethically.

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