

Bryq Code of Conduct

Purpose

Bryq is dedicated to creating an inclusive work environment for everyone. We embrace and celebrate the unique experiences, perspectives, and cultural backgrounds that each employee brings to our workplace. Bryq strives to foster an environment where our employees feel respected, valued, and empowered, and our team members are at the forefront in helping us promote and sustain an inclusive workplace.

The primary goal of Bryq's Code of Conduct is to foster inclusive, collaborative and safe working conditions for all Bryq employees. As such, Bryq is committed to providing a friendly, safe, and welcoming environment for all employees, regardless of any **protected characteristics**, which include but are not limited to (perceived or actual) gender identity or expression, (perceived or actual) sexual orientation, mental or physical ability, ethnicity, age, (perceived or actual) race, nationality, socioeconomic status, and religion (or lack thereof).

This code of conduct outlines our expectations for all Bryq employees, as well as the consequences for unacceptable behavior.

Scope

Bryq Code of Conduct applies to all Bryq staff. This includes full-time, part-time and contractor staff employed at every seniority level. The Code of Conduct is to be upheld during all professional functions and events, including but not limited to business hours at the Bryq office, during Bryq- related extracurricular activities and events, while attending conferences and other professional events on behalf of Bryq, and while working remotely and communicating on Bryq resources with other staff.

We expect all Bryq staff to abide by this Code of Conduct in all business matters – online and in-person – as well as in all one-on-one communications with customers and staff pertaining to Bryq business.

This Code of Conduct also applies to unacceptable behavior occurring outside the scope of business activities when such behavior has the potential to adversely affect the safety and well-being of Bryq staff and clients.

Definitions

This Code of Conduct defines the overriding principles as follows:

- Diversity - The quality of being different or unique as an individual or group, including but not limited to protected characteristics. This may also refer to different ways of thinking and ways of working.
- Inclusion - A strategy to leverage diversity to ensure employees have equal opportunity in the workplace without any impediments due to diversity characteristics as stated above.

- Equity - We commit to working actively to challenge and respond to bias, harassment, and discrimination. We are committed to a policy of equal opportunity for all persons and do not discriminate on the basis of any of the protected characteristics.

Bryq Culture & Citizenship

A supplemental goal of this Code of Conduct is to increase open citizenship by encouraging participants to recognize the relationships between our actions and their effects within Bryq culture.

Be welcoming. We strive to be a company that welcomes and supports people of all backgrounds and identities. This includes, but is not limited to members of the protected characteristics.

Be considerate. Your work at Bryq will be used by other people, and you in turn will depend on the work of others. Any decision you take will affect users and colleagues, and you should take those consequences into account when making decisions.

Be respectful. Not all of us will agree all the time, but disagreement is no excuse for poor behavior and poor manners. We might all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. It's important to remember that a company where people feel uncomfortable or threatened is neither productive nor pleasant. Bryq staff should always be respectful when dealing with other personnel as well as with people outside of Bryq employment.

Acceptable and Expected Behavior

The following behaviors are expected and requested of all Bryq staff:

- Participate in an authentic and active way. In doing so, you contribute to the health and longevity of Bryq.
- Exercise consideration and respect in your speech and actions at all times. Understand and act upon the fact that what may be acceptable to one person may not be to another
- Be generous in both giving and accepting feedback. Feedback is an important part of our culture. Good feedback is kind, respectful, clear, and constructive and focused on goals and values rather than personal preferences.
- Attempt collaboration before conflict.
- Refrain from demeaning, discriminatory, or harassing behavior and speech. Behave in a way that does not offend, intimidate, degrade, insult or humiliate others. This includes jokes, banter, ridicule or taunts.
- Be mindful of your surroundings and of your fellow participants. Alert Bryq leaders if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.
- Remember that Bryq events may be shared with members of the public and Bryq customers; please be respectful to all patrons of these locations at all times.

Remote Work Expectations

- Communicate respectfully with all colleagues, regardless of title or level. Be mindful of remote communication, where opportunities for misunderstanding are greater. Use video communication when it makes sense; since face-to-face discussion benefits from all social cues that may be absent with other forms of communication.
- Be respectful of time zones. Embrace habits that are inclusive and productive for team members wherever they are, using asynchronous communication tools (i.e. non-real time) and pay attention to time zones when scheduling meetings.
- Go out of your way and across cultures to include people in casual, conversational or work-related team interactions. Avoid slang or idioms that might not translate across cultures or be deliberate in explaining them to share our diverse cultures and languages.

Names/Pronouns

While all employees are required to provide Bryq with their legal name upon signing their offer of employment and employment contract, every employee regardless of gender expression or identity has the right to be addressed by their preferred name and pronouns. No legal documentation is required from the employee. Intentional refusal and/or persistent disregard of acknowledging an employee's gender identity or expression is considered a direct violation of this company policy and will be considered harassment. An example of this might be referring to an employee by the incorrect preferred name and/or pronouns that do not correspond to an employee's gender identity or expression.

If unsure about what pronouns to use when addressing an employee, politely and respectfully ask the employee in question how they would prefer to be addressed. To prevent needing to ask, Bryq encourages all employees regardless of gender identity or expression to publicly display their pronouns in order to encourage workplace authenticity for all LGBTQ employees.

Pronouns might be defined as (for the purpose of this policy) he/him/his, she/her/hers, they/them/their, or any combination of these.

Transgender employees beginning their transitions while employed at Bryq will have full support from upper-management and the Bryq Human Resource team. Bryq will assist transitioning employees with their workplace transition process. Management is expected to help in this transition by enforcing policy, advising co-workers of the employee's new name and preferred pronouns, and leading the workplace transition process by example. Leading by example includes referring to the transitioning employee by their preferred name and pronouns in all written and oral communication, whether it be formal or informal.

Unacceptable Behavior

The following behaviors are considered harassment and are unacceptable within our community:

- Violence, threats of violence or violent language directed against another person.
- Sexist, racist, homophobic, transphobic, xenophobic, ableist or otherwise discriminatory jokes and language.
- Posting or displaying sexually explicit or violent material.
- Posting or threatening to post other people's personally identifying information ("doxing").
- Personal insults, particularly those related to gender, sexual orientation, race, religion, or disability.
- Inappropriate photography or recording.
- Inappropriate physical contact. You should have someone's consent before touching them in any manner.
- Unwelcome sexual attention. This includes sexualized comments or jokes; inappropriate touching, groping, and unwelcome sexual advances.
- Deliberate intimidation, stalking or following (online or in person).
- Advocating for, or encouraging, any of the above behavior.
- Repeated harassment of others. In general, if someone asks you to stop, then stop.
- Other conduct which could reasonably be considered inappropriate in a professional setting.

Weapons Policy

No weapons will be allowed at Bryq events, office locations, or in other spaces covered by the scope of this Code of Conduct. Weapons include but are not limited to guns, explosives (including fireworks), and large knives such as those used for hunting or display, as well as any other item used for the purpose of causing injury or harm to others.

Anyone seen in possession of one of these items will be asked to leave immediately and will be subject to punitive action up to and including termination and involvement of law enforcement authorities. Bryq staff are further expected to comply with all state and local laws on this matter.

Dress Code

Bryq does not have a formal dress code. We encourage all Bryq employees to dress comfortably for work and in a way that expresses who they are, regardless of gender identity or gender expression. Employees

are allowed to wear religious garments without fear of disciplinary action. Transgender, gender nonconforming, nonbinary, or gender-fluid employees are welcome and encouraged to dress according to their gender identity or gender expression. We recognize that not every employee has the same type of hair, and employees should not be afraid of disciplinary action based on their haircuts, hairstyles, or hair colors. Employees with natural hair, treated or untreated hairstyles have the right to wear their hair as is without judgement or restriction. We do not discriminate against employees who wear or display tattoos, body art, piercings, facial hair, unnatural hair color, alternative hairstyles, or make-up.

The only clothing, accessories, body art, or hairstyles that Bryq does not allow in its physical or virtual work spaces are those with offensive imagery or language. This includes, but is not limited to profanity, pornography, hate speech, or anything that depicts or advocates hard drug use or violence.

Consequences of Unacceptable Behavior

Unacceptable behavior from any Bryq staff, including those with decision-making authority, will not be tolerated.

Anyone asked to stop unacceptable behavior is expected to comply immediately.

If a staff member engages in unacceptable behavior, Bryq leadership will take immediate and appropriate action, up to and including suspension or termination.

Reporting Violations

Employees are expected to report incidents that violate the Bryq Code of Conduct by contacting the Bryq Human Resource Team. Contacting the Human Resource Manager directly is preferable. If the Human Resource Manager is unavailable, employees are expected to contact another member of the Human Resource Team. Alternatively, employees may anonymously report incidents through our anonymous Slack channel. This channel is only able to be accessed by the Bryq HR Team. Please note that if the Bryq HR Team feels as though your report needs to be investigated, they will work immediately to solve this issue in full confidentiality, and will let employees know about the incident on a “need-to-know” basis.

It is a violation of this policy to retaliate against any person making a complaint of Unacceptable Behavior or against any person participating in the investigation of (including testifying as a witness to) any such allegation. Any retaliation or intimidation may be subject to punitive action up to and including termination.

Disciplinary Action

Employees who violate this policy will face disciplinary consequences in proportion to their violation. Bryq management will determine how serious an employee’s offense is and take appropriate and immediate action.

Responsibility

It is the CEO's responsibility to ensure this policy is followed, as well as the Human Resource Management department to ensure that it is carried out. Employees have an obligation to hold themselves accountable for their words and actions, ensuring that this policy is fully abided by.

Bryq's Commitment to Employees

Bryq is committed to taking the following actions in support of an inclusive workplace:

- Provide ongoing education and training to all employees on diversity, equity and inclusion topics.
- Support the creation and operation of a diversity, equity and inclusion council consisting of a diverse group of employees from all levels of the company.
- Provide all employees with a safe avenue to voice concerns regarding diversity, equity and inclusion in our workplace.
- Support flexible work arrangements that accommodate the different needs of all employees.
- Conduct periodic employee surveys and focus groups to identify the areas where our company supports inclusive practices, as well as where there is room for growth.

Credits

Policy created from the following Open Source Codes of Conduct text and guidance:

Django Code of Conduct Contributor Covenant Citizen Code of Conduct

Open Source Code of Conduct

Last updated: 6/28/2021