Computer Science Society Documentation

Code of Conduct

1. Introduction

The **Code of Conduct** outlines the ethical, behavioural, and professional standards expected from every member of Computer Science. This document ensures that the society maintains a respectful, productive, and collaborative environment where all members feel valued, safe, and motivated.

By joining Computer Science, each member agrees to uphold these rules at all times.

2. Purpose of the Code of Conduct

The Code of Conduct exists to:

- Establish clear expectations for member behaviour.
- Maintain professionalism across all wings.
- Prevent conflicts, misconduct, or harmful actions.
- Encourage discipline, respect, and responsibility.
- Protect the society's reputation and working environment.
- Promote a culture of teamwork, growth, and integrity.

3. General Behavioural Expectations

All Computer Science members must:

- Treat every member with **respect and dignity**.
- Maintain a **professional attitude** during meetings and discussions.
- Avoid disrespectful language, harassment, discrimination, or bullying.
- Uphold honesty, transparency, and responsibility.
- Avoid spreading misinformation, rumours, or internal conflicts.
- Respect the privacy and boundaries of all members.

4. Hierarchy & Leadership Respect

Members are expected to:

- Follow instructions given by Wing Heads, Vice President, and President.
- Respect role boundaries and chain of command.
- Avoid bypassing leadership unless necessary.
- Submit reports, tasks, or updates when requested.

Hierarchy exists for smooth functioning—not superiority.

5. Attendance & Participation Rules

Members must:

- Attend scheduled meetings unless a valid reason is provided.
- Notify their Wing Head in advance if unable to attend.
- Actively participate in tasks, events, and projects.
- Maintain consistent involvement—**inactivity may result in removal**.

6. Task Completion & Responsibility

Every member is responsible for:

- Completing assigned tasks **on time**.
- Maintaining work quality and dedication.
- Asking for help when unclear rather than missing deadlines.
- Providing regular progress updates.
- Ensuring proper documentation of their work.

Laziness or repeated task neglect will be subject to disciplinary action.

7. Communication Rules

Members must ensure:

- No abusive, aggressive, or toxic communication.
- Discussions remain professional.
- Conflicts are handled through proper channels.
- Group chats are used appropriately—not spammed.
- Sensitive internal information is kept confidential.

8. Collaboration & Teamwork

Members are expected to:

- Support teammates in tasks and initiatives.

- Share credit for group work.
- Avoid ego-driven behaviour or superiority attitudes.
- Maintain a helpful and friendly environment.

9. Media, Branding & Representation Rules

Members must:

- Represent Computer Science Society with professionalism online and offline.
- Avoid posting unofficial or harmful content under Society's name.
- Not speak on behalf of the society without permission.
- Protect the identity, data, and dignity of all members.

10. Zero Tolerance Policies

Computer Science Society follows **strict zero-tolerance rules** for:

- Harassment (verbal, emotional, or digital)
- Discrimination of any kind
- Threats or abusive behaviour
- Tampering with documentation or society assets
- Intentional spreading of false information
- Breach of confidentiality

Any confirmed violation will lead to immediate disciplinary action.

11. Confidentiality & Data Protection

Members must:

- Keep internal plans, documents, and data private.
- Avoid sharing screenshots or conversations outside the society.
- Respect member privacy and personal information.

Leaking information is considered a major offense.

12. Conflict Resolution Process

If a conflict arises:

1. First, discuss with the **Wing Head**.
2. If unresolved, escalate to the **Vice President or General Scetrary**.
3. If still unresolved, only then involve the **President**.

Members are encouraged to resolve issues calmly and respectfully.

13. Professionalism in Events & Collaborations

During events, meetings, or collaborations, members must:

- Maintain discipline and punctuality.
- Communicate clearly and respectfully.
- Represent Society in a positive manner.
- Follow instructions from event leads or coordinators.

14. Digital Behaviour & Online Conduct

Members must:

- Behave politely in online meetings or chats.
- Avoid inappropriate memes, jokes, or comments.
- Respond appropriately to official messages.
- Maintain a respectful digital presence.

15. Accountability & Responsibility

Any member who:

- Breaks rules,
- Shows patterns of misconduct, or
- Repeatedly neglects tasks

may face actions such as:

- Warning
- Temporary suspension
- Removal from wing
- Complete termination from the society

16. Conclusion

Computer Science Society's success relies on discipline, professionalism, unity, and mutual respect. By following this Code of Conduct, every member contributes to creating a strong, reliable, and collaborative tech community.