

APPENDIX C: ALX ONSITE COMMUNITY GUIDELINES

This policy is reviewed periodically and any updates will be published on this website, effective upon posting. For significant changes, we may also notify you directly or highlight the update prominently.

1. Purpose

- 1.1. ALX Onsite Community Guidelines is to establish clear expectations for behavior, conduct, and community interaction within ALX Hub spaces. These guidelines are designed to promote a safe, respectful, and productive environment that supports collaboration, learning, and innovation.
- 1.2. This appendix applies to all learners, staff, facilitators, and visitors participating in any in-person, blended, or live-streaming ALX events or activities held at Hub locations. It outlines the general principles, do's and don'ts, and behavioral standards that align with ALX's core values and Code of Conduct.
- 1.3. These guidelines are binding for all community members present at ALX Hubs, and violations may result in disciplinary actions in accordance with the broader Learner Code of Conduct.

2. General Principles

- 2.1. Respect other participants: Treat others the way you want to be treated. Be respectful and courteous towards your fellow members, their work, and their space.
- 2.2. Keep it clean and tidy: Clean up after yourself, keep your workspace clean and tidy, and leave communal spaces the way you found them.
- 2.3. Be mindful of noise levels: Hubs can be noisy, but be aware of your surroundings and keep noise to a minimum when necessary.
- 2.4. Use common areas wisely: Hubs have common areas that are meant to be shared by all members. Be mindful of others and don't monopolize these spaces.
- 2.5. Follow the house rules: Each hub space has its own set of rules. Make sure you understand and follow these rules to maintain a peaceful and harmonious environment.
- 2.6. Don't interrupt other members' work: Hubs are meant to be a productive environment. Be considerate of others and avoid interrupting their work unless absolutely necessary.
- 2.7. Respect confidentiality: Many members of Hubs work on sensitive projects. Respect their privacy and keep confidential information private.
- 2.8. Be collaborative: Hubs are meant to foster collaboration and creativity. Be open to working with others and sharing ideas.
- 2.9. Keep your workspace secure: Keep your personal belongings secure and don't leave valuable items unattended.

- 2.10. Have fun: Hubs are meant to be enjoyable and inspiring places to work. Have fun and enjoy the community!

Respect & Inclusion Aligned with: Humility, Impact, Integrity	
Do's	Don'ts: Unacceptable Conduct
Use welcoming and inclusive language.	Perpetrate or threaten physical harm.
Be kind to others and respectful of differing viewpoints and experiences.	Engage in verbal comments that reinforce social structures of domination (e.g. related to gender, race, disability, etc.).
Meet and interact with your peers in a respectful manner.	Use sexual language or imagery in any context.
Respect the dress code if specified; in general, dress appropriately for a work environment.	Engage in inappropriate or unwelcome physical contact.
	Harass, intimidate, stalk, or follow other individuals.
	Record, photograph, or share content without consent.
Academic Honesty Aligned with: Integrity	
Do's	Don'ts: Unacceptable Conduct
Behave professionally in all academic-related interactions.	Disrupt talks, events, or other learning activities.
Respect the authority and role of facilitators during discussions and learning sessions.	Advocate for or encourage dishonest, disrespectful, or harassing behavior.
Professional Conduct Aligned with: Integrity, Courage	
Do's	Don'ts: Unacceptable Conduct
Behave professionally at all times in both speech and action.	Use violent or aggressive language toward any individual.
Attend community events on time and be present throughout.	Engage in behavior that reflects poorly on the ALX community.

In the case of conflict, resolve matters respectfully and privately.	Sign up for in-person, blended, or live-streaming events and fail to attend without withdrawing responsibly via Circle.
Digital Etiquette Aligned with: Integrity, Impact, Resilience	
Do's	Don'ts: Unacceptable Conduct
Allow facilitators to moderate conversation flow, ensuring everyone has a chance to engage.	Hijack or dominate online or in-person conversations in a way that prevents others from contributing.
	Record or photograph others without permission, especially in digital forums or events.
Community Contributions Aligned with: Adventure, Impact, Resilience	
Do's	Don'ts: Unacceptable Conduct
Engage in community events with an open and collaborative mindset.	Monopolize shared Hub spaces or interfere with others' productivity.
Participate actively and contribute positively to group work and shared spaces.	Leave trash or personal items unattended in communal areas.
Help maintain a clean, tidy, and respectful shared environment.	Ignore local Hub "house rules" that help foster a peaceful and productive work environment.

- 2.11. Violations of these community guidelines may lead to corrective action, in alignment with the ALX Learner Code of Conduct.

3. How to Contact us

5th Floor, The CORE Building,
 No. 62, ICT Avenue,
 Cybercity, Ebene,
 Mauritius

Email: support@alxafrica.com

You agree that the only way to provide us legal notice is at the above email and physical address.