

Code of Conduct for Insight Fellows

Insight is a community based on integrity, equality, and the shared goal of collaborating to do impactful work throughout our careers.

We value the participation of each member of the Insight community and want all Fellows, Staff and Alumni to have an enjoyable and fulfilling experience. Accordingly, all members of our community are expected to treat each other with courtesy and respect. These expectations apply equally to face-to-face interactions and online/virtual ones.

Insight is committed to providing a harassment-free program and work environment for all members of our community. Accordingly, Insight prohibits discrimination and harassment based on individual characteristics, including gender, sexual orientation, disability, physical appearance, body size, race, and religion.

Harassment includes making offensive verbal comments and/or displaying sexual and/or racist images to any other community member (including while in an Insight office or attending an Insight-sponsored or affiliated event, as well as in group and private emails and messages, video chats, files, documents, or other forms of electronic communication); deliberate intimidation, stalking, following, photographing or recording someone without their consent; sustained disruption of talks, meetings, or other events; inappropriate physical contact; and unwelcome sexual attention. We do not tolerate harassment in any form. Although Fellows are not employees of Insight, Fellows are expected to know and comply with Insight's Harassment Prevention Policy, which will be available to each Fellow upon the start of the Fellows Program.

In order to foster a challenging yet safe and respectful environment, Fellows must:

- Behave professionally with other Fellows, staff, partner companies, and all community members, including arriving at all meetings on time and fully prepared to participate;
- Treat all Insight community members with respect;
- Be willing to receive constructive criticism, given that feedback is critical to a Fellow's overall learning experience;
- Understand the impact of their behavior both upon the Fellows program and the entire Insight community;
- Avoid using intellectual material produced by another person without proper acknowledgment and accreditation;
- Be courteous and responsive in dealing with others;
- Communicate professionally if there are issues regarding conduct of themselves or others; and
- Freely accept the responsibility for and consequences of their conduct.

The above list of examples is not exhaustive. Fellows violating this Code of Conduct may be asked to leave the Fellows program prior to its conclusion and/or forfeit membership in the Insight community, at the sole discretion of Insight.

I have read, understood, and agree to abide by this Code of Conduct for Insight Fellows.

Name (Print)

Signature

Date