

INCUBATION CENTRE – CODE OF CONDUCT

1. Purpose

This Code of Conduct establishes the standards of behaviour expected from all users to ensure a **professional, respectful, and collaborative environment** within the Incubation Centre.

2. Professional Conduct

- Maintain **integrity, honesty, and accountability** in all activities
- Conduct yourself in a manner that reflects **professional ethics and respect**
- Use the facility only for **legitimate startup and professional purposes**

3. Respect & Inclusivity

- Treat all individuals with **respect and dignity**
- No discrimination based on gender, background, beliefs, or role
- Encourage a **collaborative and inclusive ecosystem**

4. Workplace Behaviour

- Avoid disruptive behaviour, including **excessive noise or disturbance**
- Maintain a **positive and cooperative work environment**
- Resolve conflicts in a **professional and constructive manner**

5. Integrity & Ethics

- Do not engage in **fraudulent, unethical, or misleading practices**
- Maintain transparency in interactions with other startups and stakeholders
- Respect commitments and professional agreements

6. Use of Facilities

- Use all facilities, infrastructure, and resources **responsibly and for intended purposes**
- Do not misuse shared spaces or equipment
- Follow booking and usage guidelines

7. Data & Confidentiality

- Respect the **confidentiality of other users and startups**
- Do not share, access, or misuse any data without authorization
- Protect your own and others' **intellectual property**

8. Safety & Compliance

- Follow all **safety, security, and access protocols**
- Do not engage in activities that may endanger people or property
- Report any safety concerns immediately

9. Cleanliness & Shared Responsibility

- Maintain **clean and organized workspaces**
- Use common areas responsibly
- Contribute to a **hygienic and pleasant environment**

10. Compliance with Policies

- Adhere to all policies, including:
 - Usage Policy
 - Security & Access Rules
 - Data Privacy Guidelines
 - Exit Policy

11. Prohibited Behaviour

- Harassment, discrimination, or intimidation of any kind
- Illegal or unauthorized activities
- Misuse of infrastructure, internet, or facilities
- Any behaviour damaging the **reputation of the incubation centre**

12. Consequences of Violation

Violation of this Code of Conduct may result in:

- Warning or suspension of access
- Financial penalties (if applicable)
- Termination of incubation privileges
- Legal action in serious cases

Guiding Principle

Respect the space. Respect the people. Build with integrity.

Acknowledgement

I/We have read and agree to abide by this Code of Conduct.

Name: _____

Startup Name: _____

Signature: _____

Date: _____