



CODE OF CONDUCT

PayrollEdge Learning Academy (PayEdge Academy) is committed to maintaining a professional, respectful, and inclusive environment in all online events, webinars, and digital communications.

I. ALL MEMBERS, GUESTS, SPONSORS, AGREE TO

- ❖ **Act Professionally** – Conduct yourself with courtesy, respect, and integrity at all times.
- ❖ **Communicate Appropriately** – Use professional and respectful language in all chat, voice, or email communications.
- ❖ **Respect Online Learning Environments** – Avoid disruptive behavior, excessive background noise, or actions that interfere with the virtual learning experience of others.
- ❖ **Intellectual Property Respect** - All PayEdge Academy course materials, recordings, and resources are protected under our Protection Policy. Participants may not share, reproduce, or redistribute any content without prior written permission.
- ❖ **Foster Inclusivity** – Treat all individuals fairly, regardless of background, experience, or identity, and support a positive, welcoming environment.
- ❖ **Protect Confidentiality** – Do not share private participant information or proprietary course content without permission.
- ❖ **Report Concerns Promptly** – If you witness any inappropriate conduct during an online event, notify the instructor or event moderator immediately.

II. EXAMPLES OF VIOLATIONS

- ❖ Harassment, bullying, or discriminatory remarks in chat, email, or other event-related communications.
- ❖ Sharing unapproved promotional or sales content during sessions.
- ❖ Using offensive or inappropriate screen names, profile pictures, or virtual backgrounds.
- ❖ Recording, photographing, or capturing event content without written permission from PayEdge Academy.
- ❖ Disrupting presentations by talking over speakers, flooding chat with off-topic messages, or using disruptive sound effects.
- ❖ Sharing event access links, passwords, or registration details with unregistered individuals