

Virtual Baobab Summit

Online Behaviour Guidelines

Last Updated: July 15, 2021

These Online Behaviour Guidelines (“**Guidelines**”) supplement the Baobab Virtual Summit Terms and Conditions, which incorporate these Guidelines by reference. Where not otherwise defined, all capitalization terms used in these Guidelines have the meaning ascribed to them in the Baobab Virtual Summit Terms and Conditions. These Guidelines apply to all Participants. By consenting to these Guidelines you agree to be bound by them. If you do not agree with or accept any of these terms, you may not participate in the Summit. If you have any questions, please contact us at baobabsummit@mastercardfdn.org.

The Summit is intended to be a safe, respectful and inclusive learning environment. As a Participant, you are encouraged to actively engage with the content, discussions and questions being asked throughout the Summit. This may include engagement through video, audio or chat features on the Platform that have both public (within the Summit) and private access. We require that you adhere to the following principles and standards of behaviour during your participation in the Summit:

- While all the sessions hosted on the Summit agenda will be monitored to a certain extent, **we will not be able to actively monitor public or private chats**. The Foundation and the Host reserve the right, in their sole discretion, to remove, edit, or otherwise modify any Content that does not adhere to these Guidelines, as well as suspend access to the Summit for anyone in violation of these Guidelines.
- The Summit is a safe and inclusive environment that does not tolerate any form of abuse, bullying, harassment, stalking, threatening or other actions that violate the legal rights of others. Please maintain a polite, pleasant and respectful environment. As such, **do not post any Content that is inappropriate, abusive or otherwise offensive**, all as determined by us in our sole discretion. Without limiting the foregoing, any materials that are deemed to contain:
 - profanity or otherwise offensive language;
 - personal attacks or intimidation;
 - indecent, pornographic, obscene or otherwise objectionable content;
 - defamatory, discriminatory, or derogatory characterizations of any ethnic, racial, social, sexual or religious groups;
 - content that endorses or condones any illegal, inappropriate or risky activity or behaviour;
 - advertisements, spam or junk mail content or references to other websites; and/or
 - any other content that is or could be considered inappropriate, unsuitable or offensive,are subject to immediate removal without notice.
- We respect intellectual property laws and require that you do the same. **Do not post or submit any third-party Content unless you have first obtained consent from the owner of such materials** (e.g. images of other individuals, personal information, intellectual property owned by others, etc.).
- Please remember that this is a live event where other Participants can see you (if your video is on), hear you (if your microphone is turned on) and read what you submit/post. As such:

- **Dress appropriately.** Think about what you would wear to an in-person conference and do the same for this virtual event. It is not appropriate to be undressed, in pajamas, etc.
 - **Be aware of what can be seen in your webcam.** Check your surroundings to ensure any personal items you don't want seen have been put away. If you share the space with others, let them know you may be on video so that they are not caught unaware in the background.
 - **Be mindful of your microphone.** Keep it on mute unless you are speaking. If you share the space with others, let them know you may be speaking so that they are not caught unaware trying to speak with you.
 - **Be aware of what you are submitting/posting.** Only post or submit personal or other information that you wish others to see.
- **Only submit or post personal information about other Participants or third parties if you have their permission.**
 - **Only assert or imply that you or your submitted Content is connected with, sponsored or endorsed by the Foundation if you have the Foundation's prior written permission.**
 - **Only contact Participants who have provided permission to be contacted.**
 - Except for full session recordings made available by the Foundation, **only download, capture or save Content made available through the Platform** (including, without limitation, photographs, videos or materials posted by other Participants or third parties) **with permission.**
 - **Ensure that your engagement in sessions throughout the Summit (including with other Participants) relates to the subject matter that is being discussed.** As such, we ask that you refrain from the following:
 - advertising or offering to sell or buy any goods or services on the Platform or contacting anyone through the Platform for these purposes;
 - circulating any surveys, contests, pyramid schemes, chain letters, junk mail, unauthorized e-mails, or commercial solicitations, or otherwise engaging in, facilitating or encouraging any illegal activities throughout the Summit; and/or
 - collecting or soliciting personal information about other Participants (including e-mail addresses) for purposes unrelated to the Summit
 - **When registering and participating in the Summit, use your real identity,** provide accurate information when creating an account, and only create an account for another person if you have the Foundation's prior written permission.

We reserve the right to immediately (without notice) prevent or suspend your participation in the Summit and access to the Platform if you do not comply with any part of these Guidelines or any applicable law, or for any other reason in our sole discretion.

If you have any questions, or if you wish to report a violation of these Guidelines, please contact us at baobabsummit@mastercardfdn.org.