

AIDI Code of Conduct Policy

Requirements for Participants and Visitors:

AI Data Innovations (AIDI) is committed to maintaining a safe, clean, respectful, and professional environment. This Code of Conduct Policy outlines the expectations for behavior and conduct during our studies and other interactions with our organization.

Violation of this policy by participants or visitors may result in removal from the study or premises and may impact future participation.

Hygiene Requirements:

- **Fragrance Consideration:** Participants and visitors should refrain from wearing perfumes, colognes, or other scents to prevent discomfort or allergic reactions in others. This includes the scent of tobacco and other recreational substances.
- **Personal Hygiene:** Participants who exhibit body odor may be turned away from participation.
- **Substance Influence:** Due to the nature of our studies and the importance of collecting high-quality data, participants must not be under the influence of alcohol, any illegal drugs, or other substances that could affect their performance in the study.
- **Dress Code:** Participants and visitors are expected to dress in a manner that is respectful and appropriate.

Respectful Communication:

AIDI maintains a zero-tolerance policy for offensive language. Participants and visitors are expected to refrain from using language that is:

- Profane or vulgar
- Derogatory or discriminatory
- Threatening or harassing

Weapon-Free Workplace:

AI Data Innovations (AIDI) is committed to providing a safe and secure work environment for all participants and visitors. To ensure this, we maintain a weapon-free workplace.

AIDI strictly prohibits the possession, use, or storage of:

- Firearms
- Dangerous weapons (including, but not limited to, knives, pepper spray, and martial arts weapons)

- Any items that could be used as a weapon

This prohibition applies to all company property, including our office location, parking areas, and any other areas where company business is conducted. It also applies while engaged in company business, whether on or off company premises.

Violations of this policy may result in removal from the study or premises, and may impact future participation.

Confidentiality and Personal Information:

AIDI is committed to protecting the personal information and confidentiality of our employees. Participants and visitors are expected to:

- Respect the privacy of our employees and refrain from sharing their personal information without consent.
- No soliciting or sharing employee contact information or personal details.

Failure to maintain confidentiality and respect employee privacy may result in removal from the study or premises and may impact future participation or employment opportunities.

Participants will be asked to sign a study specific confidentiality agreement before they can participate in a study.

Non-Contact Policy:

AIDI prioritizes maintaining a safe and respectful environment. Participants and visitors are expected to:

- Refrain from initiating physical contact with others, including employees, participants, or visitors, unless explicitly permitted.
- Respect personal boundaries and physical space.

In some cases, employees may require physical contact with participants to assist with equipment setup or to demonstrate the correct motions for the study. In these situations, employees will ask for permission before initiating physical contact.

Physical contact by participants or visitors without permission may be considered harassment or assault and may result in removal from the study or premises, as well as legal consequences.

Eating and Drinking in the Workspace:

To maintain a clean, safe, and distraction-free environment, AIDI has established the following guidelines regarding eating and drinking in the workplace:

Participants are not allowed to eat or drink during study sessions, unless explicitly instructed to do so by an employee. This policy helps protect the integrity of the research process, ensures participant safety, and helps keep equipment and study areas clean.

Participants or visitors who may need an accommodation, please contact an AIDI staff member.

Contact:

If you have any questions or concerns regarding this policy, please contact our HR department at clovestudy@aidatainnovations.com.

Acknowledgement:

I acknowledge that an AIDI employee has the discretion to terminate a study at any time for reasons such as ethical concerns, data or technical issues, resource constraints, or non-compliance with regulations.

By participating in our studies or interacting with our organization, participants and visitors acknowledge that they have read, understood, and will comply with this Code of Conduct Policy.