

Warning System

In AnithUncommon, warnings are given to ensure everyone follows rules and regulation strictly. The following document will inform you about some of the rules and regulations that are important to follow.

Here are the consequences if a number of warnings are achieved

3 Warnings

You will receive a letter (Disciplinary Letter), from a core member, which will serve as a strict reminder to avoid getting any more warnings

5 Warnings

Your role in AnithUncommon will be dismissed, and you may not reapply or rejoin our organization for 1 year.

Rules

Here are some rules that must be followed

1. No Inappropriate Topics

No inappropriate or unsafe topics are allowed in any AnithUncommon community group. This includes:

- 18+ content
- NSFW material
- Pornographic content
- Irrelevant or overly expressive political opinions

Political discussion is only allowed in an educational context (e.g., during Zoom class).

Violations will result in **immediate and permanent expulsion**.

2. Respectful and Kind Conduct

Anyone associated with AnithUncommon — including staff, learners, mentors, and participants — must treat each other with respect and kindness.

This includes:

- No swear words
- No insults or harmful remarks
- No spreading unverified or harmful opinions about others

AnithUncommon aims to maintain a comfortable, safe environment for all.

3. Harassment Reporting

Anyone associated with AnithUncommon may screenshot or provide evidence if they are being harassed.

Harassment includes:

- Threats
- Blackmail
- Gossip or defamation through messages

Once evidence is submitted, the Human Resource Department will conduct an inspection.

4. No Spam

Spam messages sent by anyone associated with AnithUncommon will be deleted immediately and may result in disciplinary action.

5. No Unauthorized Promotion

Anyone associated with AnithUncommon is not allowed to promote other organizations in any official group chat unless it directly benefits AnithUncommon (e.g., promoting NGOs partnering with us, with proof).

Staff Rules

Anyone in AnithUncommon who holds a role such as an executive member (excluding students) must follow all of these rules that have been stated below; not following these regulations could result in punishment depending on the severity of the violation.

1. Social Media Support Requirement

Members of AnithUncommon are required to share AnithUncommon's official posts on their story when a new post is released by the Design Team. (Saving posts to highlights is optional but encouraged.)

2. Timezone Conversion Requirement

Members of AnithUncommon must convert all meeting times (or any schedule announced by the Human Resource Department) from WITA to their personal time zone. This is to ensure that all meetings are held at the same time across all time zones for all members involved.

3. Inactivity Removal Rule

A staff member may be removed from the organization if they remain inactive for **two full weeks** without providing any explanation. This includes complete silence during weekly meetings.

4. Weekly Meeting Attendance Rule

If a staff member misses **two weekly meetings** without a valid reason, they will receive a warning.

5. Lateness Rule for Staff

If a staff member is **15 minutes late** to a weekly meeting, they will receive a warning unless they provide an acceptable reason. (Which includes traffic, sudden urgency with explanation beforehand, or anything similar)

6. Confidentiality of Information

If a staff member has told information to a colleague, or any unauthorized individuals that we as the Human Resource Department have already specified will result in a violation.

7. Hinting for Promotion

Any form of bribery or hinting for promotions in the AnithUncommon is strictly prohibited and may result in a warning or inability to be promoted in the future.

8. No Updates

You are required to update the Human Resource Department in the span of 48 hours of the task that you are given.

Note that any violation done by any staff member will result in a lower chance of being promoted as the Human Resource Department will prioritize individuals with a cleaner violation history.