

Robotics Project Team 9 EDIA Workplace Charter

1. Our Policy's Purpose

This document outlines the operating principles of the team, including the rules and conflict avoidance and resolution procedures. This provides an atmosphere of fairness, equality and respect for every team member and external stakeholder by being used as a set of guidelines the team can refer to and use to maintain effective teamwork.

2. Our Principles and Commitments

Our EDIA (Equality, Diversity, Inclusion and Accessibility) workplace charter reflects our shared commitment to creating a safe and welcoming workplace. We will make every effort to eliminate victimization, harassment, and bullying to promote freedom of expression without fear of retaliation. To ensure inclusion within the group, every voice is respected in Team 9, and we will maintain a space where ideas are shared openly. Moreover, to ensure no one is excluded because of their ability, our resources and discussions are designed to accommodate everyone, providing a method to maintain equality and accessibility. Discrimination based on protected characteristics including race, religion, gender identity, age and disability is not allowed in our team and will result in the use of conflict resolution procedures to ensure no team member feels excluded based on their identity, protecting diversity within the group.

3. Team Rules of Conduct and Engagement

These rules set out how team members will behave throughout the Robotics Systems Design Project. These rules are intended to ensure efficient, respectful, and productive collaboration; all members are expected to adhere to these guidelines.

3.1. Language

- Use clear, respectful language. Be mindful of cultural and linguistic differences. Maintain professionalism and offer constructive, respectful feedback.
- English is the only language team members should use to communicate with each other.

3.2. Modes of Communication

- Platform: Microsoft Teams for official communication.
- Email: For formal updates.
- WhatsApp: For quick, informal communication between the team.

3.3. Meetings and Working Hours

- Regular weekly meetings will be held at time-tabled lab times.
- Emergency meetings can be scheduled with 24-hour notice in case of urgent issues.
- All members are expected to attend unless prior notice of absence has been given.
- Working hours are between 9:00-18:00 on Monday to Friday.

3.4. Task Assignment and Responsibilities

- Tasks will be assigned based on expertise. Members should meet deadlines or notify the team early if they expect delays.

3.5. Decision Making

- Decisions will be made by consensus whenever possible.
- In cases where a consensus cannot be reached, a vote will be held, and the majority decision will prevail.

3.6. Accountability

- Equal contributions are required. Repeated underperformance may lead to further action, as outlined in the Conflict Resolution section.

4. Daily Activity Conflict Avoidance

Our team has established a collaborative workspace on the university-provided Livemanchester SharePoint platform, allowing us to coordinate and manage tasks efficiently, without any member feeling left out. Each team member's responsibilities are clearly defined, with work divided into four parts to ensure balanced contributions, reducing the chance of conflict due to a team member feeling overwhelmed. We have also defined and developed a work schedule that doesn't affect our work-study-life balance. This schedule of pre-defined work timings, which are from 9am to 6pm, Monday to Friday, allows us to have a clear understanding of each other's boundaries and prevents scheduling conflicts as well. Having separate strengths in different fields of engineering helps us divide the work amongst ourselves without having any conflicts regarding work distribution. This work is separated by the team roles each member has taken – Luke is the planner, Akshat has the creative and communicator roles, and Andrew is the leader and finisher. If conflict cannot be avoided, the structured conflict resolution flowchart, outlined below, will be followed to ensure an appropriate resolution based on the severity of the situation.

5. Conflict Resolution Flowchart

The conflict resolution procedure shown below outlines a structured approach to resolving team conflicts based on three severity levels. Minor conflicts, such as occasional communication lapses or disagreements on working methods, are handled within the team with reduced university staff involvement. Moderate conflicts, including persistent punctuality or reliability issues, may involve university staff at earlier stages. Major conflicts, such as harassment, bullying, or discrimination, require immediate attention and staff intervention. These procedures are designed to provide a resolution as efficiently and effectively as possible, whilst reducing the need for escalation, but still allow amendments as needed.

