

## **Code of Conduct**

**Purpose** This Code of Conduct establishes the professional standards and expectations for all team members throughout the development of the Share Price Comparison System.

### **Communication**

- Team members will always communicate respectfully and professionally.
- Agreed communication channels will be used for project-related discussions.
- Members will provide timely responses and notify the team of any unavailability.

### **Meetings**

- Members will attend scheduled meetings punctually and prepared.
- Absences must be communicated in advance.
- Key decisions and actions will be documented and shared.

### **Work Responsibilities**

- Tasks will be distributed fairly according to skills and availability.
- Members are expected to complete assigned work by agreed deadlines.
- Any issues affecting progress must be reported promptly.

### **Collaboration and Version Control**

- All work will follow the team's GitHub workflow and branching strategy.
- Commit messages must be clear and professional.
- Code merges require review and approval from at least one team member.

### **Professional Conduct**

- Members will maintain high standards of quality and accuracy in their work.
- Constructive feedback will be given respectfully and received openly.

### **Conflict Resolution**

- Disagreements will be addressed calmly and professionally.
- Unresolved issues will be escalated to the module leader if necessary.

### **Accountability**

- All members agree to uphold this Code of Conduct for the duration of the project.