

# Code of Conduct

Professionalism and Excellence :

- The team members are supposed to maintain high level professionalism.

Adequate timing, high-quality work, and taking accountability for each task are the main factors of the project's success.

Integrity and Ethical Standards:

- Integrity lies at the core of our project. The team is expected to be sincere in their dealings, to give information on the reoccurrences of troubleshooting or delays in time, and to act in compliance with the law and ethics.

Data privacy and protection are the keys, and any potential conflicts of interest should be disclosed immediately.

Clear and Effective Communication :

- Communication must be straight forward, honest and true. Team members should point out constructive feedback, notice any issues at once, and report their progress certainty.

Collaboration and Respect :

- Cooperation is the main platform of the project for success. Each team member should join the discussion, provide input, and help those who are in need.

A peaceful, non-disturbing working atmosphere importantly values the varying outlooks that the team members bring.

Performance and Accountability :

- Each player is responsible for the job that is assigned to them and is expected to finish it based on the requirements. The system's growth will be facilitated through the clarity of decision-making procedures, that are informed by data and that will ensure the app's success as well as its scalability

## Code of Conduct - Violation Protocol

#### Initial Discussion :

- In the first instance, the issue will be addressed before the team member and the project leader / class teacher to listen and grasp the most similar incident and the team member will be asked to give an explanation.

#### Verbal Warning :

- For minor issues or first-time violations, a verbal warning will be given.

The team member will be reminded of the project's expectations and the importance of adhering to the Code of Conduct.

#### Removal from the Project

- If it happens that the team member's unwillingness to change their behavior shows up consistently, then despite the previous actions that have been taken the team member's only option then may be removal from the project.

This will be done by the project manager / class teacher after coming to an agreement with all project members.