**Code of Conduct**

Our code of conduct for report has clear set of standards for our report conduct. It has specific conduct for our report that is not plagiarized with other. Breaking of this following code of conduct can have an adverse effect on the members of team. These rules are set by all the members’ agreement the basis of the report policy.

• **Group Descriptions** The group named as Gorkhali includes 5 members. We are all the student of computer science working in module called software engineering. All the member of the team meets every Wednesday in seminar session however; all the members are in the Thursday session because that was the only slot available at the end.

• **Team Behavior** While doing individual and group task member should be pleasant with each other. Similarly, each team member should take a responsibility of their own given task with the interest of learning. If there are some problems related to this conduct, there will be two warning for members and at last the member will be taken out from the group.

• **Tardiness/absenteeism** There will be 3 workings days in a week at 6pm where participation in the group task will be recorded. If there is absence in group task work which leads to negative impact for the entire member of group. However, due to sickness or other serious matter will be excused. If the member didn’t attend for 2 days, meeting will be held a discussed with all the team members.

• **Employee break policy** There is 1 hour lunch break while attending the group task. More than hour of break time taken by members will not be acceptable. Although it is not offensive, it effects in group appraisal and track record of the group. There will be strict action against long term basis if employees did not follow.

• **Conflicts of Interest All the participants** are not allowed to be influence by other group members. Entire time while doing the task, the laws and regulation should be followed. Maintain ethical standard and avoid different actions that could harm the reputation of our members. If there are such cases there will be demonstration meeting with academic department.

• **Communication** Communication in group should be non-offensive to each other. Similarly, ideas should be clear and easy to understand so that each member can agree and include it as a important factor. In case of misunderstanding member have right to question until they have the idea of the statement.

• **Harassment** There is various type of harassment i.e., physical, mental, verbal. In case of mentioned harassment member of group will be reported to criminal/security department.

• **Use of data Data** used in the individual task will have to be referenced and as required in the report criteria. Misuse of the data or copied can harm the group work and bad influence to other group of member.

• **Intoxication** Consuming toxic substance like alcohol and other types of drugs while doing task in a group are bad influence and impact in the poor quality task. Such cases will lead to banned from the group.

• **late to the presentation** if a team member failed to deliver one of the tasks to the presentation then another team member should replace him, and the one who didn’t attend failed to provide a sufficient explanation will buy a coffee to all team members.

**IMPORTANCE OF CODE OF CONDUCT**

1. Agile and getting accustom the culture of group

2. Help a group member to present an issue related to code of conduct

3. To follow the policies accordingly and help to be in line.

4. To track a member’s behavior and create a versatile culture of the group.

5. To help him/her stay in a group longer.

**Team members:**

**Marwane Bakkali Hassani**

**Bishal Bista**

**Kiran Khadka**

**Bijay Prasad Rijal**

**Suraj Pandey**