
Coursework Team Work Contract

Key characteristics for successful teamwork are: **Respect**, **Commitment**, and **Accountability** to each other. You also need to develop skills of empathic communication, conflict resolution, planning and leadership. As a member of the team I agree to meet the following

1. I will show **respect** to team members by
 - 1.1 Valuing diversity of beliefs and opinions (even when I may not agree) and acknowledging the rights of individuals to have and express feelings, to make mistakes (and be forgiven).
 - 1.2 Behaving with integrity at all times, encouraging one another and attempting to resolve any individual conflicts with the person concerned in a constructive and empathic manner.
 - 1.3 Trying to apply the golden rule: Treat others the way you would like to be treated.
2. I will show **Commitment** to the team by
 - 2.1 Completing agreed work to the best of my ability by the agreed time/date.
 - 2.2 Attending and contributing positively to all team meetings on time and for the complete duration.
 - 2.3 Supporting other team members in the case of short-term difficulties. (Longer term difficulties should be notified to the tutor)
 - 2.4 Sharing any agreed costs incurred equally with all members of the team.
 - 2.5 Communicate any attendance difficulties as follows:

Problem	Action required	Penalty for violation
Lateness/ Non-attend at meeting	Phone/email tutor and team leader prior to meeting. Arrange to meet to catch up.	Breach of contract - see below for penalty
Difficulties with work completion	Email tutor and team leader prior to deadline. Arrange to complete	Breach of contract - see below for penalty

3. I am Accountable to the team for any agreed work or commitments undertaken by accepting the following, including penalties and grievance procedure.
 - 3.1 Ownership: Work produced by members of the team is owned jointly by all team members and must not be shared with anyone outside the team without prior express permission of the entire team. However, a team member may take and adapt the team work so long as it is properly acknowledged.
 - 3.2 Grievance Procedure :
 - 3.2.1 Discuss any grievance in a team meeting and document the outcomes.
 - 3.2.2 Escalate the grievance to your tutor if not resolved with documented evidence.

Penalties for Breach of contract

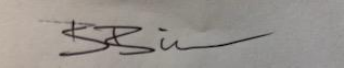
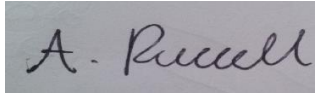

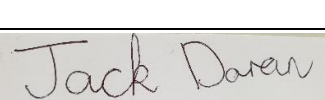
st 1 Breach =	st 1 Written Warning from team and notification to the module tutor ('Yellow Card').
nd 2 Breach = (or situation unresolved)	Serious action: written evidence submitted to module tutor. Module tutor excludes individual from the team (Red card).

In order to issue a warning or to take further action, the rest of the team members must be in agreement.

Declaration

I have read the attached contractual terms for the completion of this team piece of work. As a member of the team I agree to be bound by its terms and conditions.

I understand that the team may take further action if it is perceived that I have been in breach of this contract.

Name	Student ID	Signature	Date
Brian Bridge	17008230		02.10.2018
Andrew Russell	17008099		02.10.2018
Adam Reed			02.10.2018
Jack Doran	17001788		02.10.2018

