**Code of Conduct**

Team members are expected to follow this code of conduct, which incorporates the **BCS Code of Conduct** as an industry standard. An outline of project specific codes immediately follows and covers **Meetings** **Procedures**, **Attendances** and **Absences**, **Communication**, and **Issues**.

**The BCS Code of Conduct**

**The Public Interest**

1. Members shall in their professional practice safeguard public health and safety and have regard to protection of the environment.
2. Members shall have due regard to the legitimate rights of third parties.
3. Members shall ensure that within their chosen fields they have knowledge and understanding of relevant legislation, regulations and standards and that they comply with such requirements.
4. Members shall in their professional practice have regard to basic human rights and shall avoid any actions that adversely affect such rights.

**Duty to Employers and Clients**

1. Members shall carry out work with due care and diligence in accordance with the requirements of the employer or client and shall, if their professional judgement is overruled, indicate the likely consequences.
2. Members shall endeavour to complete work undertaken on time and to budget and shall advise their employer or client as soon as practicable if any overrun is foreseen.
3. Members shall not offer or provide, or receive in return, inducement for the introduction of business from a client unless there is full prior disclosure of the facts to the client.
4. Members shall not disclose or authorise, to be disclosed, or use for personal gain or to benefit a third party, confidential information acquired in the course of professional practice, except with prior written permission of the employer or client, or at the direction of a court of law.
5. Members should seek to avoid being put in a position where they may become privy to or party to activities or information concerning activities which would conflict with their responsibilities in 1-4 above.
6. Members shall not misrepresent or withhold information on the capabilities of products, systems or services with which they are concerned or take advantage of the lack of knowledge or inexperience of others.
7. Members shall not, except where specifically so instructed, handle client's monies or place contracts or orders in connection with work on which they are engaged where acting as an independent consultant.
8. Members shall not purport to exercise independent judgement on behalf of a client on any product or service in which they knowingly have any interest, financial or otherwise.

**Duty to the Profession**

1. Members shall uphold the reputation of the Profession and shall seek to improve professional standard through participation in their development, use and enforcement, and shall avoid any action, which will adversely affect the good standing of the Profession.
2. Members shall in their professional practice seek to advance public knowledge and understanding of computing and information systems and technology and to counter false or misleading statements, which are detrimental to the Profession.
3. Members shall encourage and support fellow members in their professional development and, where possible, provide opportunities for the professional development of new entrants to the Profession.
4. Members shall act with integrity towards fellow members and to members of other professions with whom they are concerned in a professional capacity and shall avoid engaging in any activity, which is incompatible with professional status.
5. Members shall not make any public statements in their professional capacity unless properly qualified and, where appropriate, authorised to do so, and shall have due regard to the likely consequences of any statement on others.

**Professional Competence and Integrity**

1. Members shall seek to upgrade their professional knowledge and skill and shall maintain awareness of technological developments, procedures and standards which are relevant to their field, and shall encourage their subordinates to do likewise.
2. Members shall seek to conform to recognised good practice including quality standards, which are in their judgement relevant, and shall encourage their subordinates to do likewise.
3. Members shall only offer to do work or provide a service, which is within their professional competence and shall not claim to any level of competence, which they do not possess, and any professional opinion, which they are asked to give, shall be objective and reliable.
4. Members shall accept professional responsibility for their work and for the work of their subordinates and associates under their direction and shall not terminate any assignment except for good reason and on reasonable notice.
5. Members shall avoid any situation that may give rise to a conflict of interest between themselves and their client and shall make full and immediate disclosure to the client if any conflict should occur.

**Following from the above, members are also expected to meet the following codes:**

**Meetings procedures:**

When meeting time and dates are agreed upon as a group, it is expected that all members show up on time, fully prepared for their contributions to the meeting. During a meeting, members should all seek to contribute and respect others’ contributions. In the case where not all contents scheduled for the meeting are covered in the time allocated, they may be moved to a new meeting or the meeting may overrun, on the condition this is agreeable to all members.

**Attendance and absences:**

High attendance to meetings and Module Seminars/Lectures is expected. It is also expected that group members will inform the rest of the group of any absences to either meetings, or Lectures/Seminars relating to the Module Project. If there is an absence to a meeting, the absentee is to read over the minutes, and sign their agreement of the contents of the meeting. In the case where an absentee disagrees with the progress made in that particular meeting, the contents may be discussed in subsequent meetings.

**Communication:**

It is expected of all group members that they keep in frequent contact with other members of the group. If they are unable to be in contact for longer periods of time this should be made know to the other members. Any communication between members should remain professional and avoid conflict. If a member has been frequently contacted and continues to fail to respond, this will be discussed with modules tutors.

**Issues:**

To avoid conflict, members will remain profession during disagreements and will offer constructive criticism as opposed to any indecent communication. If a member takes issue with another, they must first talk about it to another member of the group to try and resolve without the need for conflict. If issues continue, module tutors will be contacted to help enforce a practical resolution.

**Failure to meet these codes:**

It is expected of members to meet all the codes within this document. Failure to do so will lead to intervention from module tutors.

**References:**

The BCS Code of Conduct - <https://cdn.bcs.org/bcs-org-media/2211/bcs-code-of-conduct.pdf>

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