CSCI992 Professional Project
Autumn Session 2017
Code of Conduct

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1 Introduction

This code of conduct is used to managed our team. This code of conduct apply to all the team members in our team.

This code of conduct includes five topics which are team value,team ethical principles,team disciplinary actions,team standard of behaviour,team Roles and responsibilities,

2 The Code

2.1 Value

Our team value is a base action and behave guideline which can give us some base principles about thinking,communicating,working,learning with everyone in the team.In detail,it will show us how to communicate with each team member,how to work with each team member,how to share and learn with each other in a multicultural,multilingual team. Our team value includes:

- Respect

  We should not discriminate and respect everyone includes our team member,our classmates which may have the same team goals.

- Honesty

  We should honest in our skills,abilities,knowledge,background.

- Teamwork

  We should work as a team and work for the same team goal.

- Sharing

  We should share our knowledge,learning experience with everyone in the team.

- Learning

  We should learn from everyone in the team include skills,abilities,knowledge.

- Developing

  We should learn from everyone in the team and enhancing ourselves,developing our skills,abilities and knowledge so that we can provide more assistance to our team.

2.2 Standard of Behaviour

The standard of behaviour is used to set up a highest standard of behaviour in team-working. Every team member are required to act as following:

1. Trust,believe and honest to every team member.

2. respect the differences of personalities,cultural, ethnic and religious among every team member.

3. communicate with everyone with a good manner and decent language in every occasion.

4. cooperate with each other and co-operate with each other.

5. achieve a common team goals,build a healthy team culture and environment.

6. abide by all the regulations of university and the raws in Australia.

2.3   Discipline

Our team will not tolerate some improper behaviour that impacts adversely on our team member and our team working activities,so our team build up some discipline principle to make sure these behaviour do not exist in our team. The discipline mainly concentrate on two aspects which are misconduct and group working activities behaviour. Every team member are required abide as following:

- Misconduct Behaviour

  1. must not discriminate, harass, bully every team member.
  2. must not insult,language attack,personal attack every team member
  3. must not isolate,exclude,abandon every team member.

- Team Working Activities Behaviour

  1. should use English as the only one communicate language in anytime and locations.
  2. should respect the ideas,opinions,speak of every team member.
  3. should obey the management of the team includes but not limits to assignment allocation,work distribution,role distribution.
  4. should not late,absent for every group meeting. Every team member should tell other team members before the team meeting if you have to late or absent for the group meeting.

2.4   Roles and Responsibilities

Basically,our team have two kinds of roles which are manager and team members.

- Team member

  The responsibilities of team member is to following the leadership of the manager and achieve the common team goals.The team member responsible for:

  1. their actions and behaviour
  2. complying the Code of conduct
  3. supervising each other in abiding this Code of conduct
  4. treating other team member fairly and respectably

- Manager

  The responsibilities of manager is to lead the team to achieve the common team goals.The manager responsible for:

1. ensuring that the team members comply the Code of conduct

2. ensuring all team working activities are comply with relevant regulations and raws

3. modifying and promoting the Code of conduct and providing team with a positive role model

4. taking action to prevent team member to violate this Code of Conduct