

## NATOUR Code of Conduct:

Before embarking on our collaborative work, it's essential to establish some clear ground rules to guide us and ensure an effective working environment throughout the module. This proactive approach minimizes the likelihood of conflicts arising and equips us with a framework for addressing any issues that may arise along the way. By collectively agreeing to abide to a code of conduct, we commit to working together effectively and maximizing our productivity.

This code of conduct applies to all members of our group without exception. Whether we're interacting in person during labs and meetings or engaging online through group chats and calls.

### Expectations of Behaviour:

- Respect and Inclusion: Natour is committed to creating a welcoming and inclusive environment where all members are treated with dignity and respect. Discrimination, harassment, or derogatory remarks based on characteristics such as gender, race, religion, disability, or any other personal attribute are strictly prohibited.
- Effective Communication: Effective communication is essential for successful collaboration. Members are expected to communicate openly, honestly, and professionally with one another. This includes active listening, acknowledging differing viewpoints, and providing constructive feedback. Disagreements should be addressed respectfully, with a focus on finding mutually agreeable solutions.
- Acknowledgement of Strengths and Weaknesses: Each member brings unique strengths and skills to the group, and it is important to recognize and appreciate these differences. While we celebrate individual strengths, we also acknowledge that everyone has areas for growth. Members are encouraged to support one another in developing their abilities and to seek help when needed.
- Accountability and Responsibility: All members are responsible for fulfilling their assigned tasks and contributing to the group's goals. This involves meeting deadlines, actively participating in group discussions and activities, and completing work to the best of one's ability. If a member encounters challenges or obstacles that may impact their ability to fulfil their responsibilities, it is important to communicate proactively with the group and seek assistance as needed.
- Collaborative Spirit: Members are expected to work together as a cohesive team, sharing ideas, resources, and responsibilities to achieve common objectives. This requires a willingness to compromise, adapt, and support one another in pursuit of shared goals. By embracing a spirit of collaboration, we can leverage the collective expertise and creativity of the group to achieve greater success.
- Conflict Resolution: Disagreements may arise during our project, and it is important to address them promptly. If conflicts arise, we encourage all members to engage in

respectful dialogue to seek a resolution and move past it. If necessary, the group may seek assistance from the lecturer to reach a resolution.

- Structured Meetings: The entire group will convene for meetings every Thursday after class - unless it is agreed upon beforehand by everyone to not meet. These meetings will provide opportunities to discuss project updates, address any challenges or concerns, and make collective decisions regarding the direction of our work. We will show the rest of the group the progress we have made and set out clear objectives for the following lab and week. Unless excused, it is essential that all members attend these meetings and actively participate.
- Task Distribution: Workload distribution will be a collaborative effort aimed at utilizing each members strength and expertise. Tasks will be clearly defined and assigned during meetings to ensure that everyone understands their responsibilities and deadlines. If any member of the group is confused about what is expected of them, they should bring it up and ask for clarification.
- Deadlines: In order to meet project milestones, clear deadlines will be set for completing tasks. All members should adhere to these deadlines and work to complete their tasks on time. Failure to do so may impact the group's overall progress, hindering the other members. If necessary additional support from the group can be given but only as a last resort.
- Consequences: In instances where a member's behaviour or actions deviate from the code of conducts, a progressive approach to addressing non-compliance will be adopted. This approach may involve informal reminders or discussions to address minor infractions. For more severe cases or if a members non-compliance persists then formal measures may be taken. This could include formal warnings issued by the group or lecturer, failing that, only as an absolute last resort, the group will have no choice but to consider exclusion (although this is an undesired circumstance).
- Fairness: Group members will be provided the opportunity to present their perspective and respond to any allegations made against them before decisions regarding consequences are made.