



PROGRAM OF EXCELLENCE

Make-Your-Product-Week

Code of Conduct

Team Supporters

The HTL Leonding provides three teachers which act as team supporters. They are the team's first contact persons in case the teams need something from the school infrastructure. The team supporters are

- Peter Bauer
- Franz Rager
- Markus Ehrenmüller-Jensen

Places

The Make-Your-Product-Week will take place at the following places:

- E39 (Physiksaal): Monday and Tuesday.
- E59 (Mehrzwecksaal): From Tuesday evening to Thursday Evening.
- E58-1 (School Library): All week. This room will be the re-creation room.
- factory300: Friday

Morning Stand-Up Meetings

All members of all teams meet every morning (Monday to Friday) at 8:00 with at least one team supporter of the school. The agenda of the day is agreed and necessary organizational steps are discussed and assigned.

Working Time

School's official opening time (from 7:00 am to 10:00 pm) constrain the working time possible at school. On Tuesday and Wednesday the school offers a 24 hours service. At least two team supporters will be available during night time.

Accommodation Facilities

The teams are responsible for a careful use of their personal resources. They will find some simple accommodation facilities provided by the HTL Leonding. Team members are kindly asked to bring their washbags, sleeping bags etc. Details will be aligned during the standup-meetings. **All team members are strictly recommend to use this offer to stay overnight if they work longer than 8 pm at school.**

Parent Agreement

Team members born after February 13, 2000 must bring a consent form signed by their parents which clearly states that their child is allowed to participate in the Make-Your-Product-Week. Please hand them over to a team supporter during the first stand-up meeting.

Safe Environment

We are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status, and religion (or lack thereof).

And so we invite all those who participate in the Make-Your-Product-Week and the community supporting this week to help us create safe and positive experiences for everyone. With your help, this week can be a great experience for everyone!

- **Treat everyone professionally.** Everybody involved in this week is a professional in their field. Treat all attendees as equals. Ask before you teach. Do not explain things without being asked - The person you are talking to right now might know more or different things about the topic than you!
- **Be welcoming, friendly, and patient.** Give people the benefit of doubt. Ask questions before jumping to conclusions.
- **Be respectful.** Not all of us will agree with each other all the time, but disagreement is no excuse for poor behavior and poor manners. We might all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack.

- **Be aware of the effect your words may have on others.** We are a community of professionals, and we conduct ourselves professionally. Be kind to others. Do not insult or put down other participants. Harassment, and other exclusionary behavior aren't acceptable.
- **Be careful with jokes.** We do not tolerate any CoC violations, even if "it was just a joke".
- **Admit when you do not know something.** Encourage others to admit when they do not know something - and never joke about it. We are all here to learn.

Unacceptable Behaviour

Unacceptable behaviour includes, but is not limited to:

- Harassment, and other exclusionary behaviour. Deliberate intimidation and threats.
- Aggressive or sexualized language and content. Unwanted sexual advances.
- Insulting or putting down other participants. Personal or political attacks.
- Well-actually: Telling people what they "actually meant to say".
- Other conduct which could reasonably be considered inappropriate in a professional setting.