PROJECT DOCUMENTATION

CODE OF CONDUCT

Project: Certichain - A secure certificate verification system for Institute Santha Rita

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PRINCE2

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1. Introduction

This document outlines the code of conduct by which all the member of the team are bound irrespective of their role. The practices and standards detailed in this code of conduct should be adhered to throughout the entire duration of the project. We hope to maintain the utmost optimal levels of professionalism and thus deliver the optimal product through upholding these directions.

2. Ethical Principles and Core Values

The major principles governing over our teams members' conduct are as follows;

- Demonstrate your utmost commitment and honesty towards the project at hand and also the teammates.
- Responsibility and accountability for all the decisions and the actions done by yourself.
- Cultivate empathy and understanding towards others.
- Be patient in every interaction and challenging situations.
- Treat all others with utmost respect and decency regardless of their age, color, religion and nationality.
- Avoid lying and communicate as effectively as possible.

3. In the Interest of Management

- Decision making must be done with integrity, ingenuity and a focus on the aims and objectives of the project at hand.
- Always intend to avoid confrontations and altercations but if they do arise, handle them in the most discreet and professional manner possible.
- Prioritize effective communication and collaboration.
- Uphold a positive and supportive mentality at all times towards team members and project's objectives.

4. Decision Making and the Code of Conduct

All the decisions that are made must be legally correct and must adhere to all suitable laws and regulations. Team members must always confirm that their conduct aligns with the organization's rules, regulations and principles. Ensure that the employees decisions do not aggravate others or compromises their rights. At all times, if unsure about a decision consult colleagues or mentors. The open communication and collaborative efforts are the steppingstones to more effective and ethical decision-making processes.

5. Equal Opportunity

All members of the team must be cordial and free of judgement towards each other. In this manner the standards of the working environment can be better evaluated and elevated. Discrimination, irrespective of the reason or the doer is thoroughly frowned upon and strictly prohibited by law and necessary penalties will be enforced with utmost diligence if necessary.

The ultimate end goal is creating a supportive working environment, where all the team members can function exceptionally while being unapologetically unique.

6. Interest of Development

In the interest of creating the ultimate quality in the development process, it is recommended that all the best practices be followed throughout, and constant productive communication be upheld among all the parties of interest. In this manner potential risks can be identified and rectified. Through this process we aim to deliver the best possible product to the client and thus create the best possible customer experience.

7. Harassment

All team members must treat one another with the same dignity and respect. Any and every kind of bullying and harassment are condemned according to our organizational guidelines. This includes (but is not limited to) actions such as; fabrication of information targeting a specific individual / spreading rumors, spreading false information about the organization, targeting an individual and making them feel unwelcomed / harassed and withholding important information on purpose.

8. Conflicts of Interest

All team members must align their actions with the customers end goal and thus further the cause of development of the application at hand. In this manner all stakeholders may be productively communicated with, and all potential issues may be overridden. Through this shared interest, the best possible application may be achieved, exceeding the customer expectations and fulfilling the requirements of the client.

9. Privacy

Throughout the whole process participant confidentiality is paramount and must not be compromised at any time. All members are therefore required to strictly adhere to the ethics and confidentiality standards at all times. This will increase our credibility as an organization and therefore encourage the clients to confidently rely on us.

10. Record Keeping

All individuals who take part in this project are expected to be accountable for their documentation and any potential loss of data. Maintaining the records in a timely and evident manner is a major concern. If all these steps are followed, the record keeping

will come with ease and thus create a smooth, well-documented workflow.

11. Code of Conduct Acknowledgement

At the end of this document, it is assumed that you have studied the document entirely and clearly understand all the responsibilities. Your code of conduct aligning with this document is a major wager in the success of this project and the organization. Hereby, you are bound by this code of conduct and are expected to accept and abide by it in every moment.