**Code of Conduct**

Group 1A

The Group 1A will hand out warnings as they see fit, and have the final say on any and all matters, with decisions being made by majority vote among its members.

This is a general guide and is not representative of each warning.

* **Warnings *may* be given for minor conduct breaches**
* 1st Warning - Barista for the next Atelier.
* 2nd Warning - Barista + bring some snacks for other members.
* 3rd Warning - Strike. (2 strikes = kick from the team)

The rules are kept as short as possible. We are trusting each member to behave, however changes to the Code of Conduct may occur if needed.

Attendance Rules(1)

**(1.1) -** Inform the Entire Team of absence as soon as possible. *(Whatsapp, email, word of mouth, etc...)*

**(1.2) -** Be on time for classes and or planned meetings.

**(1.3)** - Be clear on meeting times for both online and physical meetings.

**(1.4) -** Online meetings are to be treated with the same level of respect as Ateliers.

Teamwork Rules(2)

**(2.1) -** Do not keep each other in the dark. (Inform everyone about upcoming meetings, current issues, etc...)

**(2.2) -** Be honest about your work progress.

**(2.3) -** If you are stuck or are unable to complete a task, do not be afraid to ask for help from other teammates.

**(2.4) -** Give each other the chance to voice concerns/ideas respectfully.

**(2.5) -** Respect all opinions.

**(2.6) -** **Respect all deadlines.**