**Group 4’s Code of Conduct**

This Code of Conduct is designed to support all members of Group 4 in maintaining professional standards with a particular interest in ensuring that the interactions during this project are carried out in a professional and ethical manner. Group 4 is committed to the provision of the highest standard of integrity and quality in its working environment. This handbook provides a useful summary of many of Group 4’s policies and procedures and should serve as a handy source of reference for all group members.

Our code of conduct embodies Group 4’s core values of quality output ethics in all areas of our lives. These values include honesty, integrity, fairness, and teamwork which all aid in building effective relationships and serve as principles that guide our behaviour. Group 4 seeks to ensure that we maintain a good environment that encourages mutual respect, promotes civil and congenial relationships among Team Members and is free from all forms of harassment and violence.

**Expected Conduct**

Members of Group 4 are expected to:

* Ensure that interaction and relationships with each other must be characterized by honesty, decency, integrity, and fairness.
* Conduct themselves in a friendly, considerate, respectful, empathetic, patient, and generous way.
* Agree to work on the Project with the other members.
* Discuss with other members about the type of guidance most useful for project implementation.
* Arrange with other team members on a schedule of meetings and attend such meetings.
* Each member must be serious in producing the assigned task according to an agreed schedule with other group members.
* Each member should take the initiative in raising problems or difficulties during project execution.

This Code of Conduct is only effective with the utmost commitment from each one of us. Therefore, it is our responsibility to know the criteria for acceptable behaviours we need to demonstrate. We encourage you to abide by these fundamental principles to ensure a safe, healthy, and working environment for us all. We hope that you found this handbook to be of value and assistance.