

Team Knuth

Code of Ethics and Professional Conduct

Introduction

The Code of Ethics and Professional Conduct for Team Knuth sets rules and professional standards agreed by all team members. This helps to ensure that all members agree to uphold professional integrity and to direct members behaviour. Team members should be expected to exercise their own judgement and should seek advice from other team members or the project leader (Ryan Pickering) if they are in doubt.

Breaches of the Code of Conduct

If a member of Team Knuth becomes aware of any breaches of Code of Conduct by any other member then they are obliged to notify another team member or the project manager (Ryan Pickering) immediately. If the project manager is notified of a breach in the code of conduct, they are obligated to notify the member in question and to rectify any issues. If the Code of Conduct is breached continuously, then the matter will be discussed by the team and action may be taken further if the matter is not resolved.

Code of Conduct

This Code of Conduct:

- sets out professional standards the be conduct while working on the Team Knuth Project.
- applies to all team members.

1. Communication

You Shall:

- a. communicate effectively and clearly to other team members.
- b. be patient and courteous.
- c. reply to emails/messages within 48 hours if contacted by another team member.
- d. provide 24 hours' notice if you are unable to attend a team meeting.
- e. allow other team members to have an equal voice in discussions.

2. Professional Competence and Integrity

You Shall:

- a. ensure you are punctual to all team meetings.
- b. upload all latest work to the GitHub repository.
- c. **NOT** claim competency in a subject area that you do not have.
- d. ensure everything produced meets the needs of the client.
- e. accept full responsibility for your own work.
- f. ensure data security when working with database aspects of the project.

Signed

Ryan Pickering

A handwritten signature in dark ink, appearing to read "Pickering", written over a horizontal dotted line.

Matthew Randle

A handwritten signature in dark ink, appearing to read "Randle", written over a horizontal dotted line.

Matthew Pritchard

A handwritten signature in dark ink, appearing to read "Pritchard", written over a horizontal dotted line.

Ethan Roe

A handwritten signature in dark ink, appearing to read "Roe", written over a horizontal dotted line.