**Code Of Conduct**

The Aim of code of conduct is to set the clear guidelines for conduct and teamwork within the project team. It helps to create a polite, welcoming and effective workplace where each team member can contribute.

1. **Respect and Professionalism:** Treat every team member with decency, civility and respect. Steer clear of any words or actions that might be interpreted as disrespectful, offensive or discriminatory.

* Active Listening: Pay close attention to what other people are saying. Encourage open dialogue and different perspectives for decision making.
* Constructive Feedback: Provide feedback in a way that is encouraging and focused on finding solutions.

1. **Collaboration and Teamwork:**

* Cooperation: Assist and support one another when necessary while working. Remember that working as a team requires combined efforts of everyone.
* Transparency: Be open and transparent in every communication. Regularly share the progress, difficulties and problems.
* Trust and Accountability: Establish trust by being reliable and responsible for work. Keep your word and hold yourself and others responsible for meeting deadlines and producing high quality work.

1. **Ethical Conduct:**

* Integrity: Act with honesty and integrity always. Avoid action and behaviour that can compromise the projects reputation.
* Confidentiality: Respect the privacy of sensitive information related to project. Without proper authorization, never disclose any information.

1. **Contribution and Participation:**

* Proactive Engagement: Take an active part in team meetings, activities and discussions. Provide your knowledge and perspectives to help the project succeed.
* Acknowledgement: Recognize and acknowledge other people contributions. Give credit where it’s due and celebrate team success together.