

## CODE OF CONDUCT

**Project:**           **E-commerce website for Caramels and Almonds**

Release:           August 2023

Date:               03<sup>rd</sup> August 2023

## PRINCE2

Author:            H.M. Pumudi Herath (Start-up Manager)

Owner:             Dr. Yasas Jayaweera (Project Executive)

Client:            Caramels and Almonds by Senuthi Wijesinghe

Document Ref:    CodeofConduct\_CaramelsandAlmonds

Version No:       1.0

# 1 Code of Conduct History

## 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found on the project's PC in location.

## 1.2 Revision History

**Date of this revision:** 03/08/2023

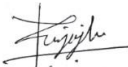

**Date of Next revision:**

Revision date	Previous revision date	Summary of Changes	Changes marked
03/08/2023	-	First issue	

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

Name	Signature	Title	Date of Issue	Version
Dr. Yasas Jayaweera		Project Board	06/08/2023	1.0
Pruthuvi Wijesinghe		Project Manager	06/08/2023	1.0
Miss. Senuthi Wijesinghe		Client	06/08/2023	1.0

## 1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Pruthuvi Wijesinghe	Project Manager	06/08/2023	1.0
R.S Senarathna	Quality Manager	06/08/2023	1.0
A.S De Silva	Risk Manager	06/08/2023	1.0
H.M. Pumudi Herath	Start-up Manager	06/08/2023	1.0
Hasini Jayasekara Vithanage	Scheduling Manager	06/08/2023	1.0

## 2 Table of Contents

<b>1</b>	<b>Code of Conduct History.....</b>	<b>2</b>
1.1	Document Location .....	2
1.2	Revision History .....	2
1.3	Approvals .....	2
1.4	Distribution .....	2
	<b>Code of Conduct.....</b>	<b>4</b>
3	Breaches of the Code of Conduct.....	4
	Code of Conduct .....	4
3.1	Respectful Behavior .....	4
3.2	Professional Behavior .....	5
3.3	Managerial Behavior .....	5

## **Code of Conduct**

---

### **3 Breaches of the Code of Conduct**

All members are accountable for adhering to the code of conduct. The members will face disciplinary action if there is a breach. A member is required to notify the authorities right away if they notice or learn about another member violating this code of conduct.

#### **Code of Conduct**

This Code of Conduct:

- Explain the professional standards that the team members should adhere to.
- Regardless of their position, their ethics, race, or gender, this applies to every member.

#### **3.1 Respectful Behavior**

- All the members should be present at project meetings and engage in effective team communication.
- Regardless of gender, ethnicity, race, or any other personal attribute, members should treat one another with respect.
- Without permission, confidential material should never be disclosed to anyone outside the project team.
- Each team member should finish their assigned tasks as efficiently and on time as possible.
- Each member of the team should respect and admire the thoughts and judgments of others.

### **3.2 Professional Behavior**

- Data about the client should only be collected with their informed consent.
- Data about the client should always be kept confidential.
- Try to avoid any situation where team members and relevant authorities might have a conflict of interest.
- When working with the client, team members should be considerate and patient while doing their utmost to meet their needs.

### **3.3 Managerial Behavior**

- All team members should be encouraged to engage in active participation.
- Any sort of discriminatory behavior, including harassment, will not be accepted against team members.
- Managers should set a good example for their team by treating them all with professionalism and respect.
- To ensure that team members perform their given task on time and to the best of their abilities, managers should offer assistance and resources.

By obeying this code of conduct, we hope to provide a secure and respectful environment for all project team members.

