Fog City Rocketry Code of Conduct

1. PURPOSE
   1. To establish standards of conduct that all personnel must abide by to remain in good standing.
2. SCOPE
   1. This SOP applies to all Fog City Rocketry Personnel at all times.
3. RESPONSIBILITIES
   1. **Executive Responsible for Enforcement:** Oskar Garcia, President.
   2. All personnel are responsible for following this code of conduct and reporting violations to management.
   3. Management is responsible for enforcing this policy and carrying out the disciplinary process.
4. PROCEDURE
   1. Personnel SHALL be held to account for exhibiting these values, both in and out of sanctioned Fog City Rocketry activities:
      1. Safety
         1. The safety of our personnel is of the highest priority. We are committed to following the safety regulations prescribed by FCR policy, as well as university, regulatory, and industry standards. We are vigilant in identifying and mitigating potential risks, and prioritize the well-being of ourselves, our teammates, and the wider community.
      2. Respect and Integrity
         1. We treat every individual with respect, regardless of any characteristic of their person or identity. The highest standards of ethical behavior are to always be upheld of any field we work in. We take responsibility for our mistakes and learn from them. We respect the intellectual property of others and the academic integrity policies of San Francisco State University and the California State University.
   2. Respect and Non-Discrimination
      1. All Fog City Rocketry personnel have a right to feel respected and safe. Regardless of the specific rules given in this policy, conduct that makes members feel disrespected or unsafe SHALL NOT be tolerated.
      2. Personnel SHALL NOT be subject to discrimination by management or other personnel based on their sex, gender and gender reassignment, sexuality, age, physical or mental disability, race, religion or belief, or any other protected characteristic. Additionally, personnel SHALL NOT be subject to unfair discrimination based on their rank within the organization.
         1. Particular attention SHALL be paid to ensuring minorities of the above feel safe and respected during all Fog City Rocketry activities.
      3. When addressing members by name, their desired names, pronouns, and other identity traits SHALL be used.
      4. Violence or harassment of ANY kind, including but not limited to physical, mental, emotional, or sexual, SHALL NOT be tolerated in ANY amount. Violations of this section are likely to quickly escalate to a permanent expulsion and a referral to law enforcement. This also applies to assault or harassment of non-members, regardless of whether the act took place in a team-sanctioned activity or not.
      5. Personnel SHALL always contribute to a friendly and inclusive atmosphere in their actions, words, and deeds.
   3. Teamwork and Integrity
      1. It SHALL be the goal of Fog City Rocketry to build and foster an environment of open collaboration.
      2. Management SHALL be expected to lead by example and demonstrate commitment, integrity, and dedication to the goals and values of the team.
      3. Management SHALL respond to inquiries, messages, and requests in a reasonable timeframe, fostering a culture of open communication within the team. Consideration SHALL be given by personnel for personal, professional, and academic commitments in the lives of management.
      4. An environment conducive to open communication and constructive feedback SHALL be maintained. Behavior that makes members feel demeaned or afraid to speak up SHALL NOT be tolerated.
      5. Personnel SHALL NOT disclose to any unauthorized persons any confidential intellectual property. Violations of this section are likely to quickly escalate to a permanent expulsion.
      6. Personnel SHALL exhibit scientifically, academically, and behaviorally ethical behavior at all activities. Behavior in violation of SFSU or CSU academic honesty standards SHALL NOT be tolerated.
      7. All personnel, especially management, SHALL be held to account for completing their assigned tasks and responsibilities, both to a high degree of quality and within the timeframe assigned. If any person is unable to fulfill their responsibilities, it SHALL be their responsibility to communicate this promptly to the team and work collaboratively to find a solution.
   4. Safety
      1. The physical safety of personnel shall be of the highest priority. Regardless of the exact rules of this section, any unsafe conduct SHALL NOT be tolerated, and personnel involved MAY be subject to the disciplinary process.
      2. Personnel SHALL NOT use equipment or perform operations that they are not certified for.
      3. The directives of the Director of Safety SHALL be adhered to at all times in team activities when using heavy machinery, performing intricate maintenance, or performing other inherently dangerous work.
      4. Proper Personal Protective Equipment SHALL be worn at all times as necessary for the situation. It SHALL be the responsibility of management to ensure adequate PPE is available.
   5. Compliance
      1. Personnel SHALL be subject to the rules of SFSU, as well as relevant local, state, and federal laws and regulations. Personnel in violation MAY be subject to action by any of the above.
      2. Other Standard Operating Procedures that have been authorized by management SHALL be adhered to.
   6. Discipline Process
      1. Accusations of violations of this code SHALL be thoroughly and confidentially investigated by management.
      2. The confidentiality of all personnel involved in the disciplinary process, including but not limited to those who make reports, those accused of violations, and management responsible for adjudicating violations SHALL be maintained at all times.
      3. Members accused of violations of this code of conduct SHALL be afforded the opportunity to present evidence in support of either their innocence or mitigating factors, or to remain silent, before responsibility or sanctions are adjudicated. Exceptions may only be made under exigent circumstances as deemed by management, for example in case of violent behavior.
      4. A vote of three members of management SHALL be sufficient to determine responsibility and requisite disciplinary action for alleged breaches of this code.
      5. Members who are found responsible for violations of this code of conduct SHALL be subject to one or multiple of the following sanctions, as deemed appropriate by management:
         1. Written reprimand.
         2. Membership placed in probation status.
         3. Losing certifications or privileges.
         4. Stripped of management position, if any.
         5. Temporary suspension.
         6. Permanent expulsion.
      6. A record of all reports SHALL be made, which SHALL detail follow-up actions, the outcome of any investigative process, and any sanctions applied. This record SHALL NOT be disclosed to any persons other than management and the personnel involved unless legally compelled to do so. This record SHALL be destroyed at the end of the academic year unless it is deemed appropriate to maintain it by management.
      7. Sanctioned personnel SHALL NOT be guaranteed the right to appeal. Sanctions MAY be rescinded by the President as deemed appropriate.
5. SAFETY
   1. Personnel SHALL always exhibit safe behavior as directed in section 4.4 and relevant Standard Operating Procedures.
6. REFERENCES AND RESOURCES
7. REVIEW AND APPROVAL

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| **Step** | **Date** | **Done/Approved By** |
| Drafted | MAY 27, 2023 | Ethan Hanlon, CAO |
| Approved by Safety Officer |  |  |
| Approved by President/Committee |  |  |
| Effective |  |  |
| Revised |  |  |

1. REVISION HISTORY

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| --- | --- | --- |
| **Version** | **Effective Date** | **Notes** |
| 1.0.0 | JUNE 1, 2023 | Original version |