CODE OF CONDUCT

- **Communication:** Effective communication among group members is essential for a successful project. Engage in active listening to one another's viewpoints and thoughts. Ensure that all group members are updated about project updates and progress through efficient and timely communication.
- **Accountability and Responsibility:** Own the duties you are given and do your very best to do them. Observe deadlines and be proactive in communicating if problems occur that might affect the project's completion date. Take responsibility for the part you played in the project's success.
- **Respect and Inclusivity:** Show respect to every member of the group, irrespective of their backgrounds, perspectives, or skill levels. Establish a welcoming atmosphere where everyone is encouraged and feels appreciated. Steer clear of harassment, discrimination, and any other kind of contempt for other people.
- **Teamwork and Support:** Work well with others in the group to accomplish project objectives. Provide aid and encouragement to fellow team members who require assistance with their assignments. Exchange ideas, information, and resources to improve the performance and overall understanding of the group.
- **Integrity and Confidentiality:** Preserve the privacy of group discussions, documents, and information exchanged. Maintain the utmost levels of honesty and integrity in every facet of the endeavor. Avoid engaging in any type of academic dishonesty, such as cheating or plagiarism.
- **Conflict Resolution:** Have polite, productive conversations about issues or differences. Pay attention to all points of view and try to come up with ideas that everyone can agree on. If problems cannot be handled internally, ask the project supervisor or facilitator for help.
- **Feedback and Ongoing Improvement:** To help group members enhance their project efforts, provide them helpful criticism. Be receptive to criticism from others and see it as a chance for personal development. To improve project outcomes, the group should constantly evaluate its performance and pinpoint opportunities for development.
- **Adherence to Policies and Guidelines:** Pay attention to any directions, requirements, and guidelines that the teacher or project manager gives you. Respect the pertinent institution policies and procedures, such as those pertaining to ethical behavior, health and safety, and academic integrity.