

## 1. Internship Project Collaboration Guidelines

To ensure a respectful, productive, and inclusive environment during our group project, please adhere to the following guidelines. Failure to comply may result in disciplinary actions, including legal measures or permanent dismissal from the internship program.

## 2. Respect and Conduct

- **Mutual Respect** : Treat all colleagues and group members with respect, dignity, and kindness. Disparage no one based on their race, gender, sexual orientation, religion, or any other personal characteristics.
- **Professional Behavior** : Maintain a professional demeanor in all interactions. Avoid any forms of harassment, bullying, or any behavior that could be perceived as inappropriate.

## 3. Participation and Collaboration

- **Active Engagement** : Be proactive in your participation. Contribute ideas, volunteer for tasks, and engage in discussions.
- **Responsibility** : Take responsibility for your portion of the project. Meet your deadlines, and produce quality work that reflects well on you and your team.
- **Open Communication** : Keep the lines of communication open. Update your group on your progress, ask for help when needed, and offer assistance to others.
- **Conflict Resolution** : Approach conflicts constructively. Aim for resolution through dialogue and compromise. If a resolution cannot be reached within the group, escalate the issue to a supervisor or mentor for guidance.

## 4. Accountability and Consequences

- **Understanding of Consequences** : Be aware that failure to adhere to these guidelines not only affects the team's dynamics but may also lead to disciplinary actions. Depending on the severity of the misconduct, consequences can range from a formal warning to legal action or permanent removal from the internship.
- **Reporting Issues** : If you witness or experience misconduct, report it immediately to your supervisor or the designated contact person. All reports will be treated with confidentiality and addressed promptly.

*By fostering a culture of respect, accountability, and collaboration, we can ensure a positive and productive internship experience for everyone involved. Let's work together to make our project a success.*

