

Code of Conduct

This Code of Conduct highlights the mutual expectations of CodeRed while working on the 'World's Pantry' project. All members are expected to comply with the following to ensure the smooth and successful completion of the project.

1. Behaviour and Values

- At CodeRed, learning and development are valued, and all aspects of the project should be approached with that in mind.
- Respect and understanding are essential; members must support each other throughout.
- No discrimination, harassment, or physical/verbal abuse will be tolerated.

2. Communication

- All meetings will be held on **Mondays at 11am** every week, unless otherwise agreed by all members. Other meetings may be scheduled but that's up to the team's needs and progress. Every member is expected to attend all scheduled meetings, on time, unless absence is justified.
- There is no set meeting duration, however meetings must not be less than **10 minutes**.
- Project-related conversations will be held on the group **WhatsApp**, and all members should stay up-to-date with them.
- Circumstances affecting attendance to meetings should be communicated at least **2-3 days** before, otherwise as soon as possible.
- Circumstances affecting completion of tasks should be communicated at least **a week** before, otherwise as soon as possible.

3. Responsibility and Participation

- All members are expected to sufficiently participate in conversations/meetings regarding the project. This includes attending all weekly lab sessions.
- Tasks should be completed **2-3 days prior** to the deadlines to ensure everyone's work integrates smoothly and to allow time for proofing/testing.
- Each member is responsible for their assigned tasks and must complete them to the best standards possible.
- Low effort will not be tolerated and will immediately lead to a reassignment of tasks.

4. Collaboration

- Goals must be agreed collectively to avoid misunderstandings, frustration or confusion.

- Mistakes must be welcomed with understanding and constructive feedback. Condescending behaviour will not be tolerated.
- Members should support each other through project difficulties, however, every member will still responsible for their own learning and completion of their tasks.
- Individual working habits must be respected if they are not negatively impacting the project. Guidelines may be set, as outlined in the '*Group Working Guide*', otherwise, everyone may work as they find most comfortable.
- Ideas must not be dismissed before discussing as a team and agreeing on decisions with clear justifications.

5. Fairness

- Everyone must be assigned an equal workload, meaning no one handles more tasks or is given less than others, where consequences don't play a part in the role assignment.
- Everyone must have an equal opportunity to discuss their ideas, concerns and opinions during meetings and discussions regarding the project or their tasks.
- No one is to be purposely excluded from conversations or activities relating to the project.
- No one will take credit or benefit from work they haven't done.

6. Conflict

- Disagreements are to be solved respectfully between individuals. If that doesn't work, they must be solved within the team democratically.
- Members should speak up when concerned about something, in order to find a solution.
- Concerns must not be dismissed; things must be solved calmly and with respect.

7. Artificial Intelligence

- AI must be used in alignment with the University's guidelines.
- Members may use AI to support learning and understanding, however it must not be used to complete entire tasks.
- Any AI generated work must be altered to fit CodeRed's standards as highlighted in the '*Group Working Guide*'.

As per our values, mitigating circumstances will be approached with understanding and support will be provided to all our members. However, repeated excuses will not be tolerated. In those cases, **roles will be revoked** and fairly redistributed to other members, leading to reduced individual contribution. If a serious breach occurs, or multiple breaches of the agreement occur, the issue will be **escalated to a module tutor**, who reserves the right to decide further consequences.