CODE OF CONDUCT

FOR

“Audio Books”

Last updated – 30/01/21 14:25pm

Our Code of Conduct provides a simple framework for our website, our individual behaviours, and the work we do with others.

* **Be respectful.** Sometimes we may not all agree on points we contribute to the group; however, a level of respect should be maintained and all times for we are working towards the same goals.
* **Choose words carefully.** Always conduct yourselves professionally for there is no excuse for disrespectful behaviour. Consider everyone’s feelings and beliefs.
* **Do not harass other members of the team.** In general, if someone asks you to stop something then stop, its simple. When in disagreement with others try and understand where they’re coming from.
* **Absences.** If you’re going to be absent from the team meetings (Tuesday, Thursday, Friday at 6PM) then please let the group know a couple days or hours in advance. It is a hard time however constant communication makes our team stronger.Going AWOL (Absent without leave) will result in removal from the group.
* **Contribution.** As this coursework requires group contributions, please contribute! Even if it means telling us some ideas! We must work as team so please speak up!