

Ethical Guidelines

Our ground rules and ethical framework

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Ground Rules

- **Inclusion:** Everyone's opinion should be heard
- **No slacking:** Everyone has to take part in group activities. No one should have to feel like they are working harder than everyone else or take on the work someone else is supposed to do.
- **Be punctual:** Respect the time of others (unless there is an external problem)
- **Group chat:** Respect other people's time and attention by keeping the formal WhatsApp group chat purely academic/professional. Use the Instagram chat for everything else. Everyone should have notifications on and check the WhatsApp at least daily.
- **Communication:** If you can't meet a deadline or make a meeting, just say so. Don't leave it till the last minute, maybe we can move things around or reallocate work. You only need to give an explanation if you would like (or are a frequent repeat offender)
- **Be open:** We should all strive to be open with each other, whether that be asking for help where we know we are weak or being able to criticise/take criticism from one another.
- **Deadlines:** Do not leave tasks until just before the deadline, leave some time in case something unexpected happens, you get stuck or need help/thoughts from the team.

IEEE Code of Ethics

We, the members of the IEEE, in recognition of the importance of our technologies in affecting the quality of life throughout the world, and in accepting a personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree:

- I. To uphold the highest standards of integrity, responsible behaviour, and ethical conduct in professional activities.
 - to hold paramount the safety, health, and welfare of the public, to strive to comply with ethical design and sustainable development practices, to protect the privacy of others, and to disclose promptly factors that might endanger the public or the environment;
 - to improve the understanding by individuals and society of the capabilities and societal implications of conventional and emerging technologies, including intelligent systems;
 - to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;
 - to avoid unlawful conduct in professional activities, and to reject bribery in all its forms;
 - to seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, to be honest and realistic in stating claims or estimates based on available data, and to credit properly the contributions of others;
 - to maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations;
- II. To treat all persons fairly and with respect, to not engage in harassment or discrimination, and to avoid injuring others.
 - to treat all persons fairly and with respect, and to not engage in discrimination based on characteristics such as race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression;
 - to not engage in harassment of any kind, including sexual harassment or bullying behaviour;
 - to avoid injuring others, their property, reputation, or employment by false or malicious actions, rumours or any other verbal or physical abuses;
- III. To strive to ensure this code is upheld by colleagues and co-workers.
 - to support colleagues and co-workers in following this code of ethics, to strive to ensure the code is upheld, and to not retaliate against individuals reporting a violation.

Adopted by the IEEE Board of Directors and incorporating revisions through June 2020.

Changes to the IEEE Code of Ethics will be made only after the following conditions are met:

Proposed changes shall have been published in THE INSTITUTE at least three (3) months in advance of final consideration by the Board of Directors, with a request for comment, and All IEEE Major Boards shall have the opportunity to discuss proposed changes prior to final action by the Board of Directors, and An affirmative vote of two-thirds of the votes of the members of the Board of Directors present at the time of the vote, provided a quorum is present, shall be required for changes to be made