PROJECT DOCUMENTATION

**Code of Conduct**

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| **Project:** | **Business Management System for Lanka Tools (Pvt) Ltd** |
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## 1 Introduction

The ethics that the customer and the team should adhere to while carrying out the project are defined in this document. These documents are created to uphold high standards and quality within the project team and the project. This document offers guidelines for how those directly involved in the project should behave.

## 2 Team Members

We should,

* Must show integrity and professionalism.
* Should fulfil their job duties with integrity and respect toward each of the team members
* PM and managers mustn’t abuse their authorities and expecting them to delegate duties to their team members taking into account their competences and workload.
* Team members to follow PMs Instructions and complete their duties with skill and in a timely manner.
* Should follow their schedules and punctual.
* Should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues’ work.
* Respect each other regardless of age, gender, religion or race.
* All Team members must be open for communication with colleagues, supervisors or team members.

## 3 Client and system

You shall,

* Give advance notice to clients need to access services in order to ensure the services can be provided in a timely manner.
* Refrain from making demeaning and personal comments.
* Maintain and abide with professionalism and respect when communicating with the client.
* Commence, be present and punctual to all client meetings.
* Make and maintain fair quotations and sustain transparency on the progress of the system.
* Complete the work undertaken in the agreed time plan and the schedule.
* Protect the quality of the product in order to gain higher standards.
* Follow and oblige to industry standards.

## 4 Project Management

We shall,

* Maintain a proper medium of communication for continuous coordination and communication between the team.
* Divided workload and tasks among the team members equally, genuinely and honestly.
* Use standard project management strategies to significantly reduce the likelihood of budget overruns.
* Accept only those assignments that are consistent with our background, experience, skills, and qualifications.
* Report unethical or illegal conduct to appropriate management and, if necessary, to those affected by the conduct.
* Listen to others’ points of view, seeking to understand them. Approach directly those persons with whom we have a conflict or disagreement.