Code of Conduct

The PIUC Code of Conduct is one of the ways we put PIUC''s values into practice. It's built around the recognition that everything we do will be, and should be, measured against the highest possible standards of ethical conduct. We set the bar that high for practical as well as aspirational reasons: Our commitment to deliver the best product to the client and future users is always at the highest standards. Respect for them and every other member of the team are foundational to the success we pretend to achieve and something we need to support every day.

So please do read the Code and PIUC's values, and follow both in spirit and letter, alway bearing in mind that each of us has a personal responsibility to incorporate, and to encourage other PIUC's members to incorporate the principles of the Code and values into our work. And if you have a question or ever think that one of your fellow PIUC's members or the team as a whole may be falling short of our commitment, don't be silent. We want – and need – to hear from you.

Who Must Follow Our Code?

We expect all of our team members to know and follow the Code. Failure to do so can result in a serious conversation about your work and the team's goals. So if you are a PIUC's team member keep this code in the back of your mind.

What If I Have a Code-Related Question or Concern?

If you have a question or concern, don't just sit there. You can contactone of the project manager or any of the members of the environment unit. You can also make a question or raise a concern of a suspected violation of our Code.

No Retaliation

PIUC prohibits retaliation against any member who reports a possible member of our Code, policies, or the law. If you believe you are being retaliated against, please contact the professor or one of the project manage.

As a team

Serve Our Client

The client values us not only because we work hard and deliver a great product at every end of each sprint but because we also hold ourselves to a higher standard in how we treat the client and operate throughout sprints. Keeping the following principles in mind will help us to maintain that high standard:

Integrity

Our reputation as a team that our client can trust is our most valuable asset, and it is up to all of us to make sure that we continually earn that trust. All of our communications and other interactions with the client should increase their trust in us.

Happiness

Our product, features and work overall should make the client content. Our team develops the product the best way we can but we have always a guideline in the back of our mind: "Will the client be happy with the product?"

Privacy, Security, and Freedom of Expression

1. Always remember that we are asking users to trust us with their personal information when using the final product. Preserving that trust requires that each of us respect and protect the privacy and security of that information. Our security procedures strictly limit access to and use of users' personal information, and require that each of us take measures to protect user data from unauthorized access. Know your responsibilities under these procedures, and collect, use, and access user personal information only if authorized and under the applicable data protection laws.
2. PIUC is committed to advancing privacy and freedom of expression for the UC community. We seek to implement recognized standards that respect the rights of freedom of speech as we develop the product and launch it to the market. Contact a product manager if you have questions on implementing these standards in connection with what you do at Google.

Responsiveness

Part of being useful and honest is being responsive: We recognize relevant user feedback when we see it, and we do something about it. We take pride in responding

to communications from our users, whether questions, problems, or compliments. If something is broken, fix it.

Take Action

Any time you feel our client isn't being well-served, don't be bashful - let someone in the company know about it. Continually improving our product takes all of us, and we're proud that PIUC's members take the initiative to step forward when the interests of our client are at stake.

Support Each Other

We are committed to a supportive environment, where members have the opportunity to reach their fullest potential. PIUC's members are expected to do their utmost to create a environment that is free of harassment, intimidation, bias, and unlawful discrimination.

Harassment, Discrimination, and Bullying

PIUC prohibits discrimination, harassment and bullying in any form – verbal, physical, or visual. If you believe you've been bullied or harassed by anyone we strongly encourage you to immediately report the incident to the professor or to a product manager or both. Similarly, managers who learn of any such incident should immediately report it to professor.

Drugs and Alcohol

Our position on substance abuse is simple: we do not support it but as the work of each member of the PIUC team can be remote, the consumption of any kind of psychoactive drug is exclusively the member's choice. However this is applicable when the member is working remotely, in the presence of the teacher or with other members of the PIUC team this is not acceptable as it can endanger the safety of others, or violates the law. Illegal drugs at classes are strictly prohibited. If a product manager has reasonable suspicion to believe that a member use of drugs and/or alcohol may endanger the safety of the employee or others, the product manager should talk to the teacher. A reasonable suspicion may be based on objective symptoms such as the member appearance, behavior, or speech.

As an individual

Be honest and trustworthy

Honesty is an essential component of trustworthiness. A good member of this team should be transparent and provide all the information he/she has on relevant matters. Making false or misleading claims, fabricating or falsifying data and other dishonest conduct are violations of this code.

Maintaining high standards

High quality products depend on individuals who take personal and group responsibility. High standards starts with technical knowledge and with awareness of the social context in which their work are in. This competence also requires communication skills, therefore, there are many things to consider and as an individual, every member should be and trying to learn new skills.

Know and respect existing rules

Laws and regulations are to be followed. Every individual must abide by these rules unless there is a compelling ethical justification to do otherwise. If any member of the team break the law, as a good professional, the member should come forward and take responsibility for the actions he/she made.

Accept and provide review

High quality work depends on professional review at all stages, in this case we have a weekly assessment with the client. Whenever appropriate, any individual should provide constructive, critical reviews of others' work.

Conclusion

PIUC aspires to be a different kind team/class. It's impossible to spell out every possible ethical scenario we might face. Instead, we rely on one another's good judgment to uphold a high standard of integrity for ourselves and our team. We expect all PIUC's team members to be guided by both the letter and the spirit of this Code. Sometimes, identifying the right

thing to do isn't an easy call. If you aren't sure, don't be afraid to ask questions to one of the product managers.

And, you know, if you see something that you think isn't right, speak up! Don't be afraid, we won't bite, that is against the Code!