OPD_Professional Code of Conduct

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1.1 / Nov 15, 2008	5G PG Team	Adopted new naming conventions, Added sections on engineering documents etc,	Sumitra Seshan	Nov 15, 2008	Nov 30, 2008	Nov 30, 2008

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1. Purpose of the Document

The document outlines the Code of Ethics and Professional Practice that needs to be followed by employees (primarily software engineers) working at Fifth Generation Technologies India Ltd. (herein after referred as 5G).

2. Overview

The Code of Conduct laid out here is based on ACM/IEEE-CS's Software Engineering Code of Ethics and Professional Practice.

5G being a software application and product development company is directly involved in building solutions that affect businesses of the clients. Because of the role in developing software systems, the software engineers working at 5G have significant opportunities to do good or cause harm. Therefore it is imperative that as Software Engineers of the company you understand the moral and ethical responsibilities that you have towards your clients and society at large and commit yourselves to making software engineering a beneficial and respected profession. In accordance with that commitment, you shall adhere to the following Code of Ethics and Professional Practice:

Code 1: PUBLIC

As Software engineers, you shall act consistently with the public interest. In particular, you shall, as appropriate:

1. Accept full responsibility for your work.
2. Approve software only if you have a well-founded belief that it is safe, meets specifications, passes appropriate tests, and does not diminish quality of life, diminish privacy or harm the environment. The ultimate effect of the work should be to the public good.
3. Cooperate in efforts to address matters of grave public concern caused by software, its installation, maintenance, support or documentation.
4. Be fair and avoid deception in all statements, particularly public ones, concerning software or related documents, methods and tools.
5. Consider issues of physical disabilities, allocation of resources, economic disadvantage and other factors that can diminish access to the benefits of software.

Code 2: CLIENT

As Software engineers, you shall act in a manner that is in the best interests of client and 5G In particular, you shall, as appropriate:

1. Ensure that the confidential information concerning the Client are safeguarded so that the interest of the client is protected.
2. Use the property of a client only in ways properly authorized, and with the client's or employer's knowledge and consent.
3. Ensure that any document upon which you rely has been approved, when required, by someone authorized to approve it.
4. Keep private any confidential information gained in your professional work, where such confidentiality is consistent with the public interest and consistent with the law.
5. Identify, document, and report significant issues of social concern, of which you are aware, in software or related documents, to the client.

Code 3: EMPLOYER

As Software engineers you shall act in a manner that is in the best interests of 5G. In particular, you shall, as appropriate:

1. Provide service in your areas of competence, being honest and forthright about any limitations of your experience and education.
2. Use the property of the company only in ways properly authorized, and with company's knowledge and consent.
3. Ensure that any document upon which you rely has been approved, when required, by someone authorized to approve it.
4. Keep private any confidential information gained in your professional work, where such confidentiality is consistent with the public interest and consistent with the law.
5. Identify, document, collect evidence and report to the company promptly if, in your opinion, a project is likely to fail, to prove too expensive, to violate intellectual property law, or otherwise to be problematic.
6. Identify, document, and report significant issues of social concern, of which you are aware, in software or related documents, to the company.
7. Accept no outside work detrimental to the work you perform for the company.

Code 4: PRODUCT

As employees of 5G you shall ensure that your products and related modifications meet the highest professional standards possible. In particular, you shall, as appropriate:

1. Strive for high quality, acceptable cost and a reasonable schedule, ensuring significant tradeoffs are clear to and accepted by the company and the client, and are available for consideration by the user and the public.
2. Ensure proper and achievable goals and objectives for any project on which you work or propose.
3. Identify, define and address ethical, economic, cultural, legal and environmental issues related to work projects.
4. Ensure that you are qualified for any project on which you work or propose to work by an appropriate combination of education and training, and experience.
5. Ensure that an appropriate method is used for any project on which you work or propose to work.
6. Work to follow professional standards, when available, that are most appropriate for the task at hand, departing from these only when ethically or technically justified.
7. Strive to fully understand the specifications of software on which you work.
8. Ensure that specifications for software on which you work have been well documented, satisfy the users' requirements and have the appropriate approvals.
9. Ensure realistic quantitative estimates of cost, scheduling, personnel, quality and outcomes on any project on which you work or propose to work and provide an uncertainty assessment of these estimates.
10. Ensure adequate testing, debugging, and review of software and related documents on which you work.
11. Ensure adequate documentation, including significant problems discovered and solutions adopted, for any project on which you work.
12. Work to develop software and related documents that respect the privacy of those who will be affected by that software.
13. Be careful to use only accurate data derived by ethical and lawful means, and use it only in ways properly authorized.
14. Maintain the integrity of data, being sensitive to outdated or flawed occurrences.
15. Treat all forms of software maintenance with the same professionalism as new development.

Code 5: JUDGMENT

You shall maintain integrity and independence in your professional judgment. In particular, you shall, as appropriate:

1. Temper all technical judgments by the need to support and maintain human values.
2. Only endorse documents either prepared under your supervision or within your areas of competence and with which you are in agreement.
3. Maintain professional objectivity with respect to any software or related documents you are asked to evaluate.
4. Not engage in deceptive financial practices such as bribery, double billing, or other improper financial practices.
5. Disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

Code 6: PROJECT MANAGEMENT

As Software engineering managers and leaders, you shall subscribe to and promote an ethical approach to the management of software development and maintenance. In particular, those managing or leading software engineers shall, as appropriate:

1. Ensure good management for any project on which the software engineers work, including effective procedures for promotion of quality and reduction of risk.
2. Ensure that software engineers are informed of standards before being held to them.
3. Ensure that software engineers know the company's policies and procedures for protecting passwords, files and information that is confidential to the company or confidential to others.
4. Assign work only after taking into account appropriate contributions of education and experience tempered with a desire to further that education and experience.
5. Ensure realistic quantitative estimates of cost, scheduling, personnel, quality and outcomes on any project on which the software engineers work or propose to work, and provide an uncertainty assessment of these estimates.
6. Attract potential software engineers only by full and accurate description of the conditions of employment.
7. Offer fair and just remuneration.

8. Not unjustly prevent someone from taking a position for which that person is suitably qualified.

9. Ensure that there is a fair agreement concerning ownership of any software, processes, research, writing, or other intellectual property to which a software engineer has contributed.

10. Provide for due process in hearing charges of violation of an employer's policy or of this Code.

11. Not ask a software engineer to do anything inconsistent with this Code.

12. Not punish anyone for expressing ethical concerns about a project.

Code 7: COLLEAGUES

As employees of 5G you shall be fair to and supportive of your colleagues. In particular, you shall, as appropriate:

1. Encourage colleagues to adhere to this Code.

2. Treat every colleague in an equal manner.

3. Assist colleagues in professional development.

4. Credit fully the work of others and refrain from taking undue credit.

5. Review the work of others in an objective, candid, and properly-documented way.

6. Give a fair hearing to the opinions, concerns, or complaints of a colleague.

7. Assist colleagues in being fully aware of current standard work practices including policies and procedures for protecting passwords, files and other confidential information, and security measures in general.

8. Not unfairly intervene in the career of any colleague; however, concern for the employer, the client or public interest may compel software engineers, in good faith, to question the competence of a colleague.

9. In situations outside of your own areas of competence, call upon the opinions of other professionals who have competence in that area.

Code 8: SELF

You shall participate in lifelong learning regarding the practice of your profession and shall promote an ethical approach to the practice of the profession. In particular, you shall continually endeavor to:

1. Further your knowledge of developments in the analysis, specification, design, development, maintenance and testing of software and related documents, together with the management of the development process.
2. Improve your ability to create safe, reliable, and useful quality software at reasonable cost and within a reasonable time.
3. Improve your ability to produce accurate, informative, and well-written documentation.
4. Improve your understanding of the software and related documents on which you work and of the environment in which you will be used.
5. Improve your knowledge of relevant standards and the law governing the software and related documents on which you work.
6. Improve your knowledge of this Code, its interpretation, and its application to your work.
7. Not give unfair treatment to anyone because of any irrelevant prejudices.
8. Not influence others to undertake any action that involves a breach of this Code.
9. Recognize that personal violations of this Code are inconsistent with being a professional software engineer.
10. Shall strive to maintain integrity and independence in your professional judgment.

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