

The Caffeinated Quantum Squadron Code of Conduct

To establish and maintain the trust, respect, and collaboration within the Caffeinated Quantum Squadron, I do hereby pledge to abide by the policies of the team throughout the completion of the project. I give my word of honor that I will observe the following policies:

I. BEHAVIOR - All members within the team are to be treated with respect, kindness, and equality.

As a team, we all depend on each other to produce the best work we can achieve. However, an environment where people feel uncomfortable or threatened is not a productive or creative one. Therefore, each member is expected to uphold the responsibility to encourage and support one another during the timeframe of the intended task.

II. ORGANIZATION - Attend scheduled meetings regularly and on time.

Meetings will occur in the 2nd Floor Conference Room inside the Sir David Bell Building (University of Roehampton Campus) on Thursday's from 2:00 PM to 4:00 PM each week. Members are required to meet these arrangements unless they are hindered by an unexpected/unfortunate predicament.

III. INTEGRITY - Maintain honesty and clear communication within the environment.

Communication is an integral component to project management; hence all members are encouraged to inform one another about any discrepancies in order to resolve workplace conflict in an efficient manner. Additionally, in no circumstance shall a member within the team collude with any members from outside parties about information concerning the project. If there is beyond reasonable doubt of suspected plagiarism, extreme measures will be enacted for breaching academic honesty, which may result in a failing grade.

In an event that a member violates any rules detailed within the pillars of Behavior, Organization, and Integrity, disciplinary action will be enforced. To ensure the presence of fairness and governance when dealing with disobedience, each member will be allocated a total of three warnings.

- **1st Warning** - Minor problems will be dealt with by informal advice and counselling.
- **2nd Warning** - Warn that action under the 3rd Warning will be considered if there is no satisfactory improvement. Additionally dealt with during an informal discussion.
- **3rd Warning** - Penalties from the Module Delivery Team will be implemented.

* Google Docs will serve as the platform to record a counselling session if a warning is issued.

* The type of warning may vary depending on the severity of the situation deemed applicable by a group majority (excluding the member on trial).

Examples of scenarios that justify the issuance of a warning:

- Failure to attend meetings (especially without a valid reason or excuse)
- Inability to complete assigned tasks within a given deadline
- Exhibition of poor, ineffective communication amongst teammates
- Plagiarism

Signing this document exemplifies a thorough review of the Caffeinated Quantum Squadron Code of Conduct and an adherence to its policies of Behavior, Organization, and Integrity. Please be aware that any violations of the Caffeinated Quantum Squadron Code of Conduct may lead to disciplinary action, up to and including the involvement of the Module Delivery Team, as determined to be appropriate by a group majority.



(Yaksh Bhatt)



(Sidharth Jain)



(Barbara Kobak)



(Tyler Supersad)