

Code of conduct

Expected Behaviour

This code of conduct describes the expectations for ethical and professional behaviour expected from all group members, that must be committed to offer a safe and inclusive work environment where all group members are treated with respect. All the following rules must be respected:

Be Respectful

Pay attention to others and avoid interrupting them. Show interest in what others have to say and value each other's ideas, styles, and viewpoints. Use positive language when communicating with others, instead of using negative words or making negative comments in case of disagreement. Be willing to consider different perspectives and avoid making assumptions about others. Take responsibility for your impact and your mistakes and apologise for it. Avoid gossiping, abstain from spreading rumours or engaging in gossip about others. Be respectful of diversity, and make sure to be punctual and arrive on time for all the meetings.

Be Direct but Professional

We *must* be able to speak directly when we disagree and when we think we need to improve. Avoid being indirect, instead state your message clearly and concisely. Use specific examples and solid details to support your point, this helps to reduce the confusion. Maintain a calm and professional conduct, even if the situation is difficult or emotional. Avoid getting defensive or raising your voice. Instead of just stating problems, try to offer possible solutions.

Understand Different Perspectives

Our aim should not be to "win" every disagreement or argument. A more creative goal is to be open to ideas that make our own ideas better. Pay attention to others and actively listen to their views and experiences. Ask questions to simplify and develop on other's perspectives. Look for areas of unity and agreement, even if there are differences in perspectives as this can help to build a foundation for understanding and collaboration. Make sure to always be open to receive feedback and constructive criticism.

Behaviour That Will Not Be Tolerated

Violence and Threats of Violence

We do not tolerate any form of violence or threats of violence, including physical violence, verbal abuse, intimidation, bullying, harassment online or offline. Any member who employs violence or makes threats of violence will face disciplinary action, up to and including being removed completely from the group. In the event of an incident of violence or threats of violence, members are asked to immediately report the incident to their team members followed by the teacher. The incident will be investigated straightaway, and appropriate action will be taken based on the findings of the investigation.

Derogatory Language

Hurtful or harmful language related to:

- Background
- Family status
- Gender
- Gender identity or expression
- Marital status
- Sex
- Sexual orientation
- Native language
- Age
- Ability
- Race and/or ethnicity
- Caste
- National origin
- Socioeconomic status
- Religion
- Geographic location
- Other attributes

is not acceptable.

Unwelcome Sexual Attention or Physical Contact

Unwelcome sexual attention or unwelcome physical contact is not acceptable. This includes sexualized comments, jokes or imagery in interactions, communications or presentation materials, as well as inappropriate touching, groping, or sexual advances. Furthermore, touching a person without permission, is unacceptable. This includes physically blocking or intimidating another person.

Disruptive Behaviour

Continued disruption of meetings, including talks and presentations, will not be tolerated. This includes:

- 'Talking over' or 'heckling' speakers.
- Showing up late to the meeting without letting the rest of the group aware.
- Miss a meeting without letting the rest of the group know.

Consequences of Unacceptable Behaviour

Bad behaviour from any member of the group will not be tolerated. Reports of harassment/discrimination will be promptly and thoroughly investigated by the teacher; therefore, appropriate measures will be taken to address the situation. Anyone being asked to stop unacceptable behaviour is expected to obey immediately. Violation of these guidelines can result in anyone being asked to leave the group permanently. Every member who does not report that they will be late 15 min before the start of the meeting should buy drinks to the rest of the team. Every member who fails to report that they will not be attending the next meeting 24 hours in advance will have a penalty. Anyone who will share any of the group work to the public will straight away be removed from the group with reporting him/her to the teacher.

Meetings and roles

All roles will be switched between the group members every 2 weeks, to make sure everyone experience each role. Three meetings will be held per week, Thursday and Monday evening in person and once a week online using teams platform and that will be scheduled on Sunday between all the members.