

Silver Code of Ethics

Principles:

Silver shall

- I) Be honest and impartial in decisions,
- II) Work effectively towards a common goal
- III) Value teamwork and help others out when possible
- IV) While still having some fun.

Canons:

A) Honesty:

Tell it like it is - no sugar coating. (If something exploded, don't say there was a small hiccup)
Ensure that you do not sugar coat your own ideas (Tell both good and bad sides)
Make decisions objectively; don't let bias or emotions get in the way.

B) Working Habits:

Use common sense so work space is safe and efficient.
Clean up after yourself. Unfortunately, there is no cleaning fairy.
Listen to safety officers, wear safety glasses and put hair up. Safety officers make the final call.
After you have used an object in either the toolbox or the tool cabinet, return the object to its original location. (Still no cleaning fairy!) Tell one of the tool officers if you need the tool area to be replenished.
No horse-playing in lab.
Know how to use each tool properly. If you are unsure about how to use a specific tool, ask either a member of the team or a shop manager.

C) Budget:

Use money according to the course purchasing code of ethics, no matter how much we wish to test with real liquor.
Don't make significant purchases without agreement of the team. (\$50 or more)
Be prepared to justify urgent purchasing decisions, be it due to a need for fast shipping
Financial Office will updated the team on money situations.

D) Teamwork:

"Team members shall recognize the value of a team and work towards a collective positive end."
Get your work done on time, doing a thorough and complete job, so the team can stay on schedule; if you don't think you can meet the deadline and do a complete job, reach out for help! (Let people know. There will also be a hosed calendar for everyone)

Communicate effectively with the team so everyone knows the pertinent details of the various task forces.

Be proactive. There are lots of opportunities for individuals to step up and take responsibility. If you see that something needs to get done, help out.

Keep in mind that each individual's component affects everybody else's grade and final product.

Be responsive to e-mail and phone at all times unless absolutely impossible.

Be prepared to work frequently outside of scheduled lab hours. Work time you don't put in, others have to.

E) Behavior:

Tell everyone when you are hosed or need sleep. People can help each other get work done.

Respect each other - no harassment of members.

Be constructive and efficient, but fun is allowed from time to time.

Work through disagreements fairly; make them about the project and don't make it personal.

Be **respectful** and **professional** towards instructors, vendors, contacts, and audiences.

Stay positive and open-minded toward different points of view.

Maintain integrity of the team and yourself.

F) Consideration:

Keep everything in perspective while working towards the common goal.

The common goal is defined as the vision the group has set forth for the project, which will be decided as a team.

Don't overreach what's beyond the scope of the class. (Like turn it into a chemistry or 10 year project)