

Orange Team Code of Ethics

The 2.009 Orange Team shall uphold the following principles:

1. **Respect:** Team members always treat each other with respect, as equals.

Team members are open to both giving and receiving constructive criticism. The team is more important than individuals – egos will be left at the door.

Team members will be respectful in any dealing with instructors, staff, mentors, and outside contacts.

All behavior must occur in accordance with the Massachusetts Institute of Technology policies on academic integrity.

2. **Team Dynamic:** We will form a unified Team Orange identity.

Team Chemistry is of utmost importance – we will foster a team atmosphere of respect and comfort in working and dealing with each other.

Members are encouraged to attend outside bonding events, which will be scheduled regularly to facilitate strong team dynamic.

Every member will maintain a positive attitude.

Members will teach each other and learn from each other.

3. **Work Ethic:** Members will put forth required effort to complete team goals.

Team members strive to work efficiently at all times, and will adhere to deadlines set forth in the course and in team decisions.

Individuals will make the team a high priority when approaching critical deadlines in order to deliver the best results possible.

Team members are responsible for delivering on time and to specification. Especially when another team member is waiting on your deliverable.

Team members will maintain a safe work environment by keeping the lab area neat, adhering to safety procedures when handling lab equipment, and only operating equipment they know how to use safely.

4. **Communication:** Open communication and transparency used in all team dealings.

Team members should always be open and honest about progress.

Opinions should be shared with the team and not held back, but always presented in a respectful way.

Team members will respond to emails, texts, and phone calls in a timely manner, where timely manner isn't explicitly defined but will be interpretable to individuals' common sense that responses should be quick and forthcoming.

Members will strive to be reachable at all times, or notify other team members of unavailability.

5. **Timeliness and Attendance**

Team members come prepared to meeting having read agenda and action items ahead of time. Agenda and Action Items will be uploaded and sent to the team prior to meetings in a timely fashion to allow team preparedness.

Team members will arrive to meetings on time. In the event that a member will be late for a meeting, he/she will notify one of the SIs or his/her task force as soon as it is known.

If a member is unable to make a meeting, he/she will notify the team or an SI as soon as the conflict is known.

6. **Budget:** Project budget money shall be used in accordance to the rules stated by the course administrator.

All services and products acquired should be paid for appropriately and used only for the purposes of the project. Purchases may only be returned unused and in good faith.

Members are responsible for communicating purchases ahead of time to financial officer.

Members are responsible for turning in their own receipts in a timely manner.

7. **Experience:** Team members shall all strive for a productive 2.009 experience.

Team members should keep the ultimate goal in mind and always think, "How does this task relate to the big picture?"

We will always strive to learn and have fun!!