

Green Team Code of Ethics

1. **Timeliness:** Be on time to all meetings. If you are running late or cannot make it, inform the group via email/text before the meeting begins. Be sure to read the meeting minutes after the meeting in order to be up-to-date on any issues discussed or decisions made.
2. **Communication:** Be responsive to emails/texts/calls. If you cannot respond immediately or don't yet know the appropriate response, communicate that the message was received and you are working on answering.
 - a. When you finish an assignment, tell the people who need to know. A job isn't completed until you've communicated it.
 - b. At the beginning of each extensive email, add a BLUF (Bottom Line Up Front). This is 3 sentences to a paragraph that summarizes conclusions and recommendations of the following text.
 - c. Team members shall all indicate their availability on the team calendar.
3. **Meetings:**
 - a. Let all members finish their thoughts before you speak/respond.
 - b. If you have a thought while someone else is speaking that is not relevant, write it down to bring up at a more appropriate time. The SI's will ensure that there is time left to discuss any extraneous issues at the end of each meeting.
 - c. All team members should hold themselves accountable for making sure the group stays on track during lab and large meetings. If there is still ongoing discussion about a topic when the team needs to move forward to the next task, SI's will note down the topic and discuss it later with that person separately to ensure all their views have been taken into account
 - d. If the team cannot come to consensus on an issue after laying out all information including data, pertinent experience, and rational, the person with the most expertise (as voted by the team) has the ability to make an executive decision.
 - e. Each team member is responsible for understanding which open action items are assigned to them after each meeting and the deadline for their completion.
4. **Conflict Resolution:** If an issue arises between you and another teammate, bring it up with them within 48 hours to resolve the issue. This is simply to be used as a guideline to assist in timely conflict resolution.
5. **Deadlines:**
 - a. Team members must first complete their assigned work before helping other areas of the project.
 - b. If a team member cannot complete a personal deliverable, they should notify the SI's 6 hours in advance so that another person can be added to make sure the deliverable is met. Team members should ask for help when they need it.
6. **Budget:** Team members must receive permission from financial officers and SI's before

making purchases over \$30. All purchases must comply with the rules stated by the course administrator and the 2.009 code of ethics for purchases.

7. **Experience:** All behavior shall contribute to Green Team and each team member having an excellent 2.009 experience.
8. **Integrity:** Behave in a professional manner and put the client's interests and needs ahead of our own. Treat both customers and suppliers with uttermost respect at all times and always tell the truth.