



Code of Ethics

We will work as one team

- We will treat each other with **respect**
- We will apply **constructive criticism**
- We will be **honest, open-minded, understanding,** and **flexible** with each other
- We will make **decisions** as a team such that each member is *capable of supporting* a decision even if they do not fully agree with it

We will apply our skills effectively

- We will take on tasks that we can **accomplish**, that **interest** and **inspire** us.
- We will **help** others to the best of our ability
- We will **challenge** ourselves to *teach* and to *learn*

We will hold ourselves accountable via open communication

- We will be **punctual** and **prepared** for meetings, which must be **announced** at least 24 hours in advance and **accommodate** team members' schedules, within reason
- We will accept input from **absent** members who clearly communicate thoughts
- We will **reply to e-mails** within 24 hours
- We will **fulfill tasks** to the best of our abilities, being **candid** about **progress** with regular updates and **asking for help** as soon as issues arise
- We will **tidy up** after ourselves to ensure a clean and organized workspace
- We will make **responsible purchases** for the purposes of the project by **consulting financial officers** for approval before making a purchase, and **submitting receipts** in a timely manner (within 7 days)

We will be safe

- We will **follow the rules/regulations** from advisors and Pappalardo staff
- We will **be aware** and **speak up** regarding the safety of ourselves and others
- Team members will only take on tasks they are **trained** to perform safely and **ask for help** (from staff, instructors or team) to ensure they are following appropriate safety precautions