Orange Team Code of Ethics

The 2.009 Orange Team of Fall 2014 shall abide by the following **Foundational Principles**:

- Respect
- Integrity
- Unity
- Professionalism
- Equality
- Safety

Team members shall uphold the following **Fundamental Canons**:

1) **Work Habits:** Team members will communicate clearly, early, and often.
    a) If unable to complete a given task, a team member should report to team leadership at least 24 hours prior to task due date to arrange a solution.
    b) Task force leaders will send updates to the whole team 1 to 2 times per week.
    c) Task forces will maintain an updated task list on the team website.
    d) Team members will include SIs on email threads.

2) **Accountability:** Team members will be accountable for completing their designated tasks.
    a) Team members will be ready to begin working at the designated meeting start time.
    b) Each member will be honest with him/herself and the team about his/her capability to accomplish a given task.
    c) Team members will be forthcoming as to the extent a task has been completed.

3) **Teamwork:** Orange Team shall be based on trust and respect.
    a) Team members will seek out ways to help one another and support each other's endeavors.
    b) Team members will offer constructive feedback to their peers and accept feedback graciously.
    c) Team members will strive to maintain a positive attitude, aim to have fun, and will believe in the team: ORANGE PRIDE!

4) **2.009 Experience:** Orange Team will strive to ensure that all team members feel included and have an opportunity to grow and gain new skills in the course.
   a) Team Leaders shall ensure that all team members have well-defined roles for each milestone.
   b) They will consider each team member's strengths, goals, and interests when assigning roles to promote growth and personal enjoyment.

5) **Honesty:** Team members shall be honest with their teammates, staff, users, and clients about all matters pertaining to the class.
   a) When interacting with teammates and staff, team members will depict product functionality accurately.
   b) When interacting with users and clients, Orange Team will put its best foot forward by respecting input and responding in an appropriate, courteous, and timely manner.

6) **Decision Making:** Orange Team will base decisions on engineering fact - data, user observations, or supported knowledge - and user needs.
   a) Team members will approach decisions with background research in mind, having "done their homework" to ensure choices are sound and that designs will work safely and reliably.
   b) Team members will be cognizant of the ultimate goal: creating a product that helps the intended user.

7) **Safety:** Team members will put their safety and the safety of others foremost in all 2.009-related activities.
   a) Safety Officers shall ensure that Orange Team acts in accordance with the safety principles and rules of Pappalardo Lab.

8) **Budget:** Orange Team's budget will be spent in accordance with the course guidelines.
   a) All items used shall be paid for appropriately and only returned if unused.
   b) Purchases must be confirmed with task force leaders and financial officers beforehand.
   c) Team members will submit receipts to Financial Officers promptly (within 1 week of the transaction).