

Code of Ethics for Yellow Team Engineers

- 1) **Legality:** Engineers shall act in a way that acknowledges all sources and is in accordance with the law.
 - a) All resources and knowledge shall be properly attributed.
 - b) All laws and MIT policies should be adhered to.
- 2) **Safety/health/welfare:** Engineers shall put the safety and welfare of all people involved in any project-related activity at the forefront.
 - a) Engineers shall come to lab and/or work location in a manner that is alert and appropriate for work.
 - b) Engineers shall plan safety procedures before entering into any risky activity.
 - c) Products designed and/or built by engineers shall respect and preserve the safety or well-being of the users in either intended or unintended use.
 - d) Engineers shall keep the workspace tidy.
- 3) **Experience:** Engineers shall strive to make the 2.009 experience rewarding for all involved.
 - a) Engineers shall seek to improve both personal and team knowledge.
 - b) Engineers shall strive towards a shared vision and keep the big picture in mind.
 - c) Engineers shall strive to create the best quality product within their abilities.
- 4) **Supplies:** Engineers will respect the budget and be mindful of all purchases.
 - a) Engineers shall keep to proposed budgets or get prior approval from Yellow Team finance officers if the proposed budget is not enough.
 - b) Engineers shall use materials in a way that respects their monetary value. Material purchases should be premeditated such that an effort is made to get the correct thing (or the best option given sufficient research) the first time.
 - c) Engineers shall keep up with their finances. Receipts for reimbursement should be turned in within a week of purchase.
 - d) Engineers shall correctly use the purchasing system for materials in Pappalardo.
 - e) Engineers shall adhere to the returns policy as established by the supplier and in good faith.
- 5) **Decision making:** Engineers shall make decisions objectively, taking into account facts and putting aside personal bias.
 - a) Engineers shall attempt to make well-informed decisions, taking the time to gather pertinent information if what is already known is not sufficient.
 - b) Engineers shall clearly and logically present their reasons for making decisions.
 - c) Engineers shall endeavor to make decisions that are in the best interest of the team.
- 6) **Honesty:** Engineers shall be honest in all communications and actions.
 - a) Engineers shall separate facts from opinions by communicating their level of certainty.
 - b) Engineers shall offer constructive criticism of designs and behaviors. Criticism shall be honest, constructive, and impersonal
 - c) Engineers shall offer praise genuinely and with specificity, though not excessively.

- d) Engineers shall present findings to the team without obscuring information for any reason.
- 7) Team work:** Engineers shall each contribute value to the team as a whole.
- a) Engineers shall remain engaged in meetings and be respectful of other ideas, providing constructive feedback.
 - b) Engineers shall maintain effective communication with the rest of the team and provide updates regularly.
 - c) Team members shall give a fair and equitable contribution to the work and goals of the team.
 - d) Team members shall support and encourage each other and have empathy.
- 8) Work habits:** Engineers shall complete tasks on time while pursuing a high level of quality.
- a) Engineers shall treat everyone (e.g., team members, lab staff, instructors, customers, other teams) with respect.
 - b) Engineers shall sleep and eat enough such that they can effectively work.
 - c) Engineers shall try to maintain an attitude such that a positive working environment is created.
 - d) Engineers shall complete assigned tasks by the given due date to ensure that the team stays on schedule. If a task is falling behind, engineers shall inform the team so that additional support can be provided or contingency plans formed.