

Code of Conduct

Kick-Off-Sprint - Phase 1

A code of conduct is a set of **legal, ethical and social behaviors** that apply to the employees of a company. In the «Nestor» project process, the code of conduct is **used to regulate interdisciplinary collaboration in the core team**. The focus is on communication tools, reaction times and defines basic values and principles.

Why Is a Code of Conduct Important?

The code of conduct gives employees **security in difficult situations**. It helps them to behave correctly and, if necessary, to defend themselves against violations of the guidelines. Furthermore, the code creates a **sense of community and mutual trust**. The project team shares the **same values and works towards the same goal**.

Content

A code does not always have to be worked out with every project team. This only inflates it unnecessarily and **one loses sight of what is actually important, the project**. However, it is important that the code of conduct **is discussed with each team and that adjustments are made if necessary**.

The two main focuses of the code of conduct are communication and collaboration. For more detailed information to the main focuses check out the worksheet with examples.

The **communication** section regulates the following item:

- Team available communication
- How urgent and non-urgent messages are handled.
- Response times
- Distractions
- Mails & Teams posts (if communication is handled through Microsoft Teams)
- How to handle CC mails

The **collabroation** section regulates the following item:

- Information storage
- Collaboration platform
- Handling with attachment
- Meeting preparation
- During the meeting
- Meeting time
- Decisions and tasks

Tips for a Successful Code of Conduct

- The document is available to all at any time.
- The Code of Conduct will be formulated understandably in common language. Therefore, long, convoluted sentences should be avoided.
- The Code of Conduct is communicated on a regular basis.

Other sources

- <https://www.personio.de/hr-lexikon/code-of-conduct/#was-ist-der-code-of-conduct>
- <https://www.eqs.com/de-ch/compliance-wissen/blog/7-tipps-code-of-conduct/>
- <http://agile-fab.com/2014/10/30/agile-chartering/>