We, the members of Group ____, accept the conditions of employment at our company. The specific conditions of employment are recorded in the CODE OF CONDUCT which we have developed and attached.

This Code reflects the minimum level of performance that is expected of any group member. If a group member fails to meet this minimum level, they may be subject to repercussions as follows:

1. The first time a group member fails to meet their responsibilities, the group will meet as a team to give a verbal warning to the neglectful member. This warning will include three components: the section of the Code of Conduct that the person violated, suggestions for improving their performance, and standards to evaluate improved performance in the future (i.e., making the group’s expectations explicit). This written warning should be documented on the FORM WARNING #1. This form must be signed by the group members and filed in the permanent employment file with the Human Resources Director (i.e., our professor).

2. The second infraction by a team member should result in a written warning documented on FORM WARNING #2. This should summarize the history of the problem and corrective actions that have been attempted. Again, this form must be filed with the Human Resources Office (i.e. our professor). If desired by any members of the group, the Human Resources Director will be available for mediation among the group members.

3. If the problem persists, the group may move to terminate their group member. To do this, they must complete the official MOVE TO TERMINATE FORM, and schedule a final mediation session. If the result of this session is, in fact, termination, then the delinquent group member will be removed from the group, therefore receiving no points for future group activities.

Signed:
CODE OF CONDUCT

We, the members of Group ____, have developed the following guidelines to manage our group activities. This Code specifies the minimum expectations of appropriate behavior for each team member and will be used to evaluate any potential problems.

If, in the future, we determine that the rules specified in this document should be modified or supplemented, we may produce a revised Code of Conduct and file it with Human Resources (i.e., our professor). At that time, the revised version will become effective and the older version will be null.
WARNING #1: DOCUMENTATION OF A VERBAL WARNING

The members of Group ______ met with ___________________________ (member name), on _______________ (date) to discuss problems with his/her behavior. As outlined below, we determined that conduct to date has not met the minimum level established in our Code of Conduct. However, we are working with this member to rectify the situation and have established standards to evaluate their ongoing performance.

Section One: Violation of the Code of Conduct

Briefly describe the problems that you have experienced with the group member:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Section Two: Recommendations for Improving the Situation

Briefly describe the potential solutions that were discussed:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Section Three: Standards to Evaluate Future Performance

What level of performance specifically will meet the group's expectations?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

All members of our group are in agreement that this information has been communicated effectively, and we are all making an attempt to rectify the situation.

Signed:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
WARNING #2: DOCUMENTATION OF A WRITTEN WARNING

The members of Group _____ met with __________________________ (member name), on __________________________ (date) to document continuing problems with his/her behavior. As outlined below, we determined that conduct to date did not meet the minimum level established in our Code of Conduct. However, we are working with this member to rectify the situation and have established standards to evaluate their ongoing performance.

Section One: History of Problems

Briefly describe the history of the problems that you have experienced with the group member:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Section Two: Attempted Corrective Actions

Briefly describe the potential solutions that have been attempted and any problems that persist:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Section Three: Critical Actions Required by Delinquent Member

What has the member agreed to do to compensate the rest of the group for earlier problems?

________________________________________________________________________

________________________________________________________________________

All members of our group are in agreement that this information has been communicated effectively, and we are all making an attempt to rectify the situation.

Signed:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
The members of Group ____ request the termination of _________________________ (member name), on _______________ (date). This team member has consistently performed below the standards specified in the Code of Conduct which was developed, and agreed upon, by every one in this group.

We have worked with this member to improve their performance and have documented our efforts following the procedures established in the Employment Contract. However, the team member has continued to provide insufficient contributions to team projects and is no longer deemed an asset to our performance.

Section One: Infractions Against the Code of Conduct

Briefly describe the history of the problems that you have experienced with the group member and suggestions that have been made to him/her:

__________________________________________________________

__________________________________________________________

Section Two: Most Recent Action that Violated the Code of Conduct

Briefly describe the action that has resulted in the Move to Terminate:

__________________________________________________________

__________________________________________________________

Section Three: Request for Mediation

We request intervention from the Director of Human Resources (Professor) at any of the following times:

__________________________________________________________

__________________________________________________________

Signed:

__________________________________________________________

__________________________________________________________

__________________________________________________________
# Group Meeting Attendance

Group: __________          Section Number: __________          Class Period: __________

Please record attendance at each group meeting.

<table>
<thead>
<tr>
<th>Date</th>
<th>Group Members</th>
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Please record all A.I.S. meeting times and the tasks performed at each group meeting.

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<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Elapsed Time</th>
<th>Tasks Performed</th>
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# Group Assignment Log

Group: __________  Section Number: __________  Class Period: __________

Please record all tasks assigned to be performed outside meetings, together with due dates and completion dates.

<table>
<thead>
<tr>
<th>Date Assigned</th>
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<th>Completion Date</th>
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