RobEn code of Conduct

The RobEn code of conduct is one of the ways we put RobEn's values and principals into practice, it's built around the recognition that everything we do in connection with our work at RobEn will be, and should be, measured against the highest possible standards of ethical business conduct.

Who Must Follow Our Code?

We expect all our members and board members to know and follow the Code, Failure to do so can result in disciplinary action, code is specifically writted for RobEn members and board members.

Vision & Mission

We as RobEn members strive to progress in our society through hard work, perseverance, honor and integrity. We set high standards for ourselves and meet them routinely.

RobEn's main mission is to help students bridge the gap between academic knowledge and real-world work experience. Through working in teams of designated fields and designing and building professional grade projects, RobEn prepares students for practical work environments in a fun and self-contained community of like-minded colleagues. Ranging areas vary from engineering to creative and managerial work; RobEn tries to invoke professionalism by relying on the entire system.

Principles

RobEn has an unwavering commitment to prohibiting and effectively responding to harassment, discrimination, misconduct, abusive conduct, and retaliation. To that end, RobEn adheres to these Guiding Principles:

Commitment: RobEn sets a tone at the top of commitment to a respectful, safe, and inclusive working environment for all employees and members of the extended workforce.

Care: RobEn creates an environment with an emphasis on respect for each individual at all levels of the organization, including specifically by offering assistance and showing empathy to employees and members of the extended workforce throughout and after the complaint process.

Transparency: RobEn is open and transparent as an organization regarding the frequency with which complaints arise regarding harassment, discrimination, misconduct, abusive conduct, and retaliation, and the organization's approach to investigating and responding to those allegations.

Accountability: RobEn holds all individuals responsible for their actions, and ensures that where appropriate, those individuals hold others accountable too.

Fairness & Consistency: RobEn ensures that individuals are treated respectfully, fairly, and compassionately in all aspects of RobEn interactions and applies policies, procedures, and outcomes consistently regardless of who is involved.

Equality

RobEn actively promotes an environment that is inclusive of all people and their unique abilities, strengths and differences, and promotes diversity as a strategic and competitive advantage for the organization. Everyone should have an equal opportunity to join and grow in RobEn; everyone is equally encouraged to experience new horizons at RobEn.

Privacy & confidentiality

RobEn members are often entrusted with confidential information such as mechanical designs, software, private data, nonpublic business strategies, financial information, research data and patent applications. Members should protect confidentiality except in cases where it is evidence of the violation of law or our code. In these cases, the nature of contents of that information should be only disclosed to the appropriate authorities.

Member's contact data are and will forever be confidential and only private to RobEn HR members and board.

Practice

RobEn is committed to achieving a highly professional student organization's work standard. Following the code and applying the rules to achieve said standards should be every member's priority during their work/leisure time at RobEn.

Hierarchy

As any hierarchial organization, RobEn has it's own hierarchy that only the president holds the right to re-structure, which is as follows:

President: RobEn president has all the rights to re-structure, remove, re-allocate and recruit any person/team in the organization. The president is responsible for every activity RobEn participates in regards to the university rules or law at effect.

Team Leaders: RobEn team leaders are directly below the president and actively act as the board members at RobEn organization. Team leaders responsibilities include but are not limitied to their respective team members, team activities and responsibilities towards the law and the university rules at effect, strict orders from the president while reporting back progress to the president and HR.

Team Members: RobEn members are the most important part of the hierarchy as they are the sole benificiary to the organization. As stakeholders in RobEn, members have the power to vote on team matters if the respective team leader permits, on matters of learning and active work during their time at RobEn, and of matters concerning their approval of the board members in a fashionly and descrete way.

HR Team: The HR team at RobEn floats all boundaries, to allow the team to act and judge without bias towards any team/person at RobEn, the HR team is considered a distinct entity not as limited as other teams. The HR team responsibilities include but are not limitied to every personal or professional matter concerning a RobEn member or team leader, the well-being of each RobEn member or team leader and the effectivness of each team in their respective fields.

Rules & Regulations

RobEn governs each position by a set of rules that define said position in the organizational hierarchy, each positional ruling and regulating is as follows:

Presidnential rules: RobEn new president is a recommendation from the acting president; the recommended candidate enrolls in the election process, which consists of the HR team leader announcing the candidate in the presidential elections and allowing members to vote if multiple candidates step in. Members must have a minimum of one year of active member status or more at RobEn to be entitled to a vote in the presidential elections. The president can be stripped of his responsibilities if the board members unanimously vote on said action.

Team Leaders: Leaders have full authority over their respective teams to act in their team member's and RobEn's best interest while reporting to the president and HR team for performance reviews and progress tracking. Team leaders are not allowed to assign tasks during official university examination schedules. Team leaders cannot dismiss a team member without prior counsel from the HR assigned to said team or HR team leader.

Team Members: Each member is entitled to attainable and quantifiable progress in their professional life. Team members hold the authority to vote on team conduct while reserving the right for the team leader to overrule. Team members are evaluated seasonally on their quality of work, professional attitude and development. The team leader and HR department carry out team members' evaluations. Team members are subject to meeting rules which would factor in their assessment. Members can apply for a hold on their membership before the next season starts and must be given acceptance by their team leader before commiting their leave.

HR Team: As HR responsibilities overrule members and team leaders, HR members are entitled to only answer to their team leader and the president. HR members and the HR team leader are required to hold the utmost professionality and fairness in carrying out their duty, with complete transparency in their work towards the entirety of the RobEn organization.

Team Meetings: Any team leader holds the right to carry out a team meeting in whatever form they deem reasonable at the time (physical/online), members' attendance is obligatory. Team members should confirm said meeting with their team leader 24 hours before the meeting time unless they provide a non-urgent excuse to the team leader and the HR member assigned to their team; only urgent excuses are allowed 24 hours before the specified meeting time which the team leader or HR member can abnegate. As meeting attendance is obligatory, failure to attend a meeting without a valid excuse per the meeting rules will solicit a formal warning to the member in violation of said rules. Punctuality in the team meeting is as important as coming to the meeting, late attending members would be subject to being left out of the work loop and the responsibility lies to the member to cover what they missed in said meeting.

Penalty System: Violation of this code might incur a penalty respective to the violation in effect. Penalties can range from official warnings leading to dismissal from the organization if a member accumulates two or more of them or outright dismissal from the organization.

Intercommunication

Each team leader is free to choose the communication channel they wish to use as their primary team communication channel. Team members are responsible for all information on the selected communication channel and must always reply, check and commit to said channel.

Complaints

All complaints are taken seriously at RobEn; there are, however, rules set to the complaining process for achieving maximum transparency and effectiveness in submitting a complaint

Member Against Member: If a member has a complaint to file against another member of any team they should follow up first with his team leader and if it is not resolved then it shall be reported to the complainter's assigned HR team member and lastly to the president if all else fails. Failure to follow up the chain of command would lead to the probable dismissal of the complaint due to it being lost in the chain.

Member Against Own Team Leader: If a member has a complaint to file against his team leader, it should be reported to the HR member asigned to their team, following that would be the HR team leader, and lastly to the president if all else fails. Failure to follow up the chain of command would lead to the probable dismissal of the complaint due to it being lost in the chain.

Member Against Other Team Leader: If a member has a complaint to file against another team's leader, should be reported to the HR member asigned to their team, following that would be , their own team leader, the HR team leader, and lastly to the president if all else fails. Failure to follow up the chain of command would lead to the probable dismissal of the complaint due to it being lost in the chain.

Member Against HR: If a member has a complaint to file against any HR member they should follow up first with HR team leader unless the complaint is agains the HR team leader then they should revert following it with their own team leader, and lastly to the president if all else fails. Failure to follow up the chain of command would lead to the probable dismissal of the complaint due to it being lost in the chain.

Conflict of Interest

Conflict of interest may occur whenever your interest in a particular subject leads you to actions, activities or relationships that undermine the organization. This includes situations like using your position's authority for your own personal gain or a relative or exploiting organization resources to support a personal money-making business. Even when you seemingly act to the organization's advantage, you may actually disadvantage it. Any conflict of interest should be reported directly to the team leader, HR member, HR team leader or president respectively.