

## **TEAM CONTRACT AND CODE OF CONDUCT\***

---

The Team Contract and Code of Conduct are documents that specify the overall team purpose, the responsibilities of each team member, and the norms or ground rules that each team member agrees to follow. Your assignment as a team is to develop both of these documents to guide your team's activities.

### **Team Contract**

The Team Contract is a statement of the team's purpose and the responsibilities of each team member. Sample questions to address include:

- What is our team's purpose or mission?
- What are the duties/roles of each team member? What is expected of each team member?
- How will the team handle the leadership/facilitation/management activities?

Together, your team should carefully describe what is expected from each member and draft the Team Contract.

### **Code of Conduct**

The Code of Conduct is intended to state norms or rules that all team members agree to follow. Items to consider include:

- What do "on time" and "attendance" mean?
- How will decisions be made?
- How will conflict be handled?
- What behaviors should be encouraged? Avoided?
- What happens when the ground rules are broken? How will you handle exceptions?
- What recourse will you take when a team member does not perform agreed to responsibilities? What happens when one of the team members lets the others down?
- How will specific roles (activities, tasks) be assigned for team projects?
- How will team members give each other feedback on their performance?

Your team should complete the following steps in preparing the Code of Conduct:

1. Brainstorm a list of norms or ground rules that will affect how your team will operate. Make sure that some of these norms are related to task work and some are related to group dynamics (people) work.
2. For each norm, identify the behavior you would see, hear, or feel if this norm were accepted by the team (i.e., the evidence). Develop some hypothetical situations to see how it would work, and what evidence you would need to have to know if the norm is or isn't being followed.
3. Check for consensus on the content and wording of your Code of Conduct. Can every team member agree to attempt to honor it as it stands?

Every member of the team must agree to the terms and sign the Team Contract and the Code of Contact.

---

\* Adapted from Goodhue, D.L. (n.d.). *Team contract and code of conduct*. Retrieved March 25, 2004, from University of Georgia Web site: <http://www.terry.uga.edu/people/dgoodhue/teamcont.doc>