



WWU RACING

Code of Conduct

Rev 1.0 11/20/2023

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Definitions

Team member - Full or part time student that is actively enrolled in Western Washington University who are admitted into WWU Racing through the club [application process](#). All team members shall renew membership through this application process every academic year.

Team Lead - Team member actively holding the Lead Engineer title.

Team Chief - Team member actively holding the Chief Engineer title.

Team Director - Team member actively holding the Project Manager, Technical Director, or Business Director title.

Faculty advisor - Staff or faculty that is actively employed by Western Washington University who has accepted the role of club advisor.

Alumni advisor - Any former team member of WWU Racing who participates in club activities to any degree.

Club activity - Any academic or non-academic activity or event approved, funded, or sponsored/co-sponsored by WWU Racing or Western Washington University including but not limited to those activities which are an extension of academic courses, internships, field trips, conferences, athletic events, or other activities or events sponsored by WWU Racing or Western Washington University. All club activities will be approved by one or more club directors.

Club representation - Engaging in any actions or activities that are, or may be, related to WWU Racing or SAE International. This includes all team branded items, engaging with university property, and speaking about topics related to WWU Racing or SAE International.

University property - Includes any outdoor property or building/facility space owned or leased by the University.

WWU Racing's Values

This club encompasses a wide variety of students from different backgrounds, working in professional environments and collaborating on complicated projects. The goal of WWU Racing is to provide students with experience working on collaborative projects in a professional setting, allowing for growth opportunities for all students. This club strives to provide an equal opportunity for all students to develop skills in areas such as engineering, finance, media, and leadership. These goals will help any student develop a unique skill set through SAE International and WWU Racing which translates to a professional environment beyond the university.

The expectation for the club and its members is to create a safe and inclusive learning environment where all students can develop career and life relevant skills.

Team members, faculty advisors, and alumni advisors must sign this code of conduct if they wish to participate in WWU Racing activities.

Behavior Expectations

Team members, faculty advisors, and alumni advisors are expected to behave in a professional and respectful manner at all times when actively, or may be perceived to be, representing WWU Racing. Professional and respectful behavior includes:

- Team members, faculty advisors, and alumni advisors are expected to use respectful communication. Vulgar, condescending, or disrespectful language and behaviors is unacceptable at all times.
- Team members, faculty advisors, and alumni advisors should strive for clarity and humility in communication at all times.
- Team members, faculty advisors, and alumni advisors are expected to respect one another. Discrimination, sexual harassment, or hate speech of any kind will not be tolerated on the team.
- Team members, faculty advisors, and alumni advisors must demonstrate proper respect for all people and public or University property.
- Team members, faculty advisors, and alumni advisors in positions of authority on the team are expected to treat their positions with respect. Power shall not be abused, and role boundaries shall not be overstepped.

- Team members, faculty advisors, and alumni advisors shall be courteous to others and aware of their actions, topics of conversation, volume of conversation and activities, personal attitude, personal presentation, and overall professionalism and how these actions and behaviors affect and are perceived by others. Explicit attention shall be devoted to Title IX federal civil rights laws.
- Team members, faculty advisors, and alumni advisors are expected to follow all federal and state laws and regulations at all times.
- Team members, faculty advisors, and alumni advisors shall adhere to NSPE code of ethics for engineers while representing the club.
- Team members, faculty advisors, and alumni advisors shall adhere to Western Washington University's code of conduct while engaging with University property.
- Team members, faculty advisors, and alumni advisors shall not engage in activities or conversations that may damage the reputation of WWU Racing, SAE International, WWU Racing sponsor companies or Western Washington University in any way.
- Team members, faculty advisors, and alumni advisors are expected to be welcoming and courteous to all individuals who engage in Western Washington University property and activities.

University Property

- All Western Washington University computer labs are provided by the university and the [university computer usage guidelines](#) apply at all times. The computers are to be used in a professional manner and treated accordingly.
- The work surfaces and tables in all workspaces are for students to work on. These surfaces should be kept clean except when in active use.
- Team members, faculty advisors, and alumni advisors shall not damage or misuse university property in any way.
- All team members and alumni advisors must adhere to all instructions made by lab techs and lab managers at all times.
- All team members and alumni advisors must follow all university lab space guidelines at all times. Including but not limited to:
 - Team members and alumni advisors must operate under appropriate lab space safety procedures.

- Appropriate PPE is required at all times. Safety glasses, long pants, and closed-toe shoes. Team members with long hair must pull it back. Dangling jewelry, crop tops, unbuttoned shirts, scarves, capes and other items that leave either exposed skin or present a catch hazard are not permitted. Students are also expected to display their appropriate lab badge at all times.
- Headphones and earbuds may not be used in lab spaces.
- Team members and alumni advisors may play music on a speaker at appropriate times, volumes, and of appropriate subject matter. Consult opinions of other individuals in lab spaces before playing music.
- If work is taking place in the shop space, a lab tech or lab manager should be made aware of the work and who is involved.
- Messes that are made in the lab space must be cleaned up immediately. If the mess contains hazardous materials, a lab tech or lab manager should be notified immediately.
- Projects that must be left out shall be approved by a lab tech to ensure that space isn't needed for a previously scheduled lab activity. Any adhesives and paints that must be left to cure should be left on a spoil sheet with project info, team member contact info, and approximate completion date/time.
- Team members, faculty advisors, and alumni advisors must appropriately use online property of WWU Racing and Western Washington University. This includes "WWUFSAE" Google Drive, Q Drive, and all documents and forms.

Drugs and Alcohol

- Team members, faculty advisors, and alumni advisors must adhere to [WWU University Drug and Alcohol Policy](#) when representing, or may be perceived to be representing WWU Racing and while participating in WWU Racing activities.
- Team members, faculty advisors, and alumni advisors shall not engage in the use of any form of drugs and alcohol when representing, or may be perceived to be representing WWU Racing and while participating in WWU Racing activities.

Social Media & Social Presence

- When individuals are posting using an account that portrays the club or is associated with its brand, all posts must be approved by a team director to ensure that the post aligns with the team's desired public image, and is professional in nature.
- All communication posted by team members in online platforms is in the public domain and should be professional in nature. This includes but is not limited to Discord, Slack, Reddit, Instagram, Facebook, Messenger, Snapchat, and Twitter.

Protocols for Breaking Code of Conduct

When team members, faculty advisors, and alumni advisors violate the WWU Racing Code of Conduct, action shall be taken against the violating team member, faculty advisor, or alumni advisor based on severity of the violation. Severity shall be determined by team directors and faculty advisors (excluding violating team director or faculty advisor). Disciplinary action includes but is not limited to: warning of behavior, suspension of access to lab spaces, suspension of team membership, and up to permanent removal of WWU Racing membership or advisorship.

The process for removing a team member, faculty advisor, or alumni advisor from all WWU Racing activities and membership is detailed as follows:

- Team members not in a leadership position shall be removed by $\frac{2}{3}$ majority vote from team directors.
- Team chief and lead engineers shall be removed by $\frac{2}{3}$ majority vote from team directors including faculty advisor approval.
- Team directors shall be removed by $\frac{2}{3}$ majority vote of all active team members, and $\frac{2}{3}$ majority vote of all faculty advisors.
- Alumni advisors shall be removed by $\frac{2}{3}$ majority vote from team directors.
- Faculty advisors shall be removed by $\frac{2}{3}$ majority vote from team directors with consultation from all other faculty advisors.

Code of Conduct Revisions

This code of conduct is subject to change at any time if team members, faculty advisors, or Western Washington University identifies any issues that were not initially addressed in this code of conduct. If any changes are made by team directors, and only team directors, to the code of conduct, team directors are responsible for announcing the changes and making team members, faculty advisors, and alumni advisors aware of the new revision of this document. Code of conduct revision shall be approved by $\frac{2}{3}$ majority vote from team directors or $\frac{2}{3}$ vote from faculty advisors. All team members, faculty advisors, and alumni advisors must provide verbal or written consent to approved code of conduct revisions to continue to participate in WWU Racing activities.