



Gryphon Racing

Leadership Code of Conduct - 2023



Current Document Version

Gryphon Racing
School of Engineering
University of Guelph

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Revised by: Dallas Hart

Purpose

This document for Gryphon Racing has been created at the request of the University of Guelph administration. It has been prepared with the cooperation of all current (2023-2024) Gryphon Racing Captains, and University of Guelph Faculty.

Approvals

Date Approved: TBD

Captains:

- Ayden Bourdeau
- Matthew Aziz
- Matt Verburg

Leads:

- Dallas Hart
- Patrick McNutt
- Owen Frey
- Rayne van Voorst

Faculty Advisor:

- Mohammad Al Janaideh

Disclosure

All individuals in a leadership position or being moved to a leadership position must abide by this document. As a lead, you agree to abide by all policies and responsibilities within this document. If for any reason, you do not feel you can abide by the policies and responsibilities within this document, bring up your hesitancy with Gryphon Racing Captains, so that your situation can correctly be addressed. This may mean that this document is updated, that you may not be able to move into a leadership position of Gryphon Racing, or that you may be forced to resign due to incompatibility with the tenants of this document.





Gryphon Racing

Leadership Code of Conduct - 2023



General Behaviour

As leads of Gryphon Racing, you set an example towards the other members of the team and should always be aware of the effect your words and actions have on others.

Respect

All leads should treat each other, and their members with respect. This includes valuing the opinions of other members and allowing them to share their ideas & opinions. Many of the rookies will feel out of their depth, make them feel at home, and welcomed. This also includes respecting the backgrounds each member has. Not everyone who joins the team has a vast knowledge of cars, so you should not expect them to know exactly what you are talking about after one meeting. Simply put, treat others the same way you would like to be treated.

Integrity

No one person is responsible for building the entire car, but rather by the collective group working towards a common goal. As a lead, you set the example for honesty and trust within the team. You provide the base for the rest of the team to work from. For example, consider the initial design phase of a season. If you involve members from the beginning, they will be more engaged in the manufacturing stages, and feel more connected to the team.

Commitment

Being a lead is a great responsibility, that you must continue to put effort into. The lead position does not excuse you from conducting the work within the subsection and passing it down to a general member. You must understand and manage the work to be completed within a given time frame. Your subsection will assist you in these jobs, but the responsibility to ensure they are completed to required specifications, and on schedule lies solely with you. You must be able to make time in your school/work schedule, as there will be multiple meetings, and jobs needing to complete in a week. Other leads and captains will be able to help at times, but not manage your subsection for you. If you are falling behind or feel like you are unable to keep working in this position, please speak to the captains as soon as possible.

Privacy, Security, and Freedom of Expression

Each member, lead, and captain have the right to not have their personal information shared amongst the team without permission (i.e. address, contact information, personal stories/experiences). Gryphon Racing should be an environment where people feel safe to share stories, and information and not have it reveal to others without permission.

You should also be acceptable to other people's culture, and what they might have to say, be it criticism, or general comments. Members should be allowed to express themselves so long as it is in an appropriate and professional manner.

Responsiveness and Taking Action

As a lead, one of your responsibilities is to take action in developing situations before the situation becomes hurtful to the progress of the team. There are various examples of this, one being



Gryphon Racing

Leadership Code of Conduct - 2023



how to ensure your workflow does not get interrupted when members cannot meet your deadlines or leave the team and their assignment. You must react quickly, and situation dependent, involve other leads & captains to ensure the project is completed within the expected time frame.

Team Support

Equal Opportunity

Leads must give all members equal time, and opportunity to participate in projects & activities. This includes but not limited to, training, design, manufacturing, and presenting at competition. If a member would like to try their hand at something, you should not be an obstacle, and be able to provide them with everything they need to be successful.

Harassment, Discrimination and Bullying

Leads will not encourage, participate or be complacent in any harassment, discrimination, and bullying. This includes physical, verbal, and cyber forms of harassment. If you notice any of your members participating in this behavior, notify the captains to determine correct course of action. Any lead found guilty of participating in any of the listed behaviors will be subject to reprimand, and potential suspension/expulsion from the team. See Section V. Repercussion for Violating Code

Safe Workspace

Must provide a safe work environment for all parties to feel welcome to participate on the team. This includes online platforms as well (i.e. Discord) Members should feel comfortable in asking any question or suggesting ideas face to face or online. This also entails leads to check that members have the required training to use machines (i.e. Red card, Yellow card).

Hiring Suppliers

When hiring companies that do not sponsor us to manufacture parts, or buy standard ones, be mindful of cost, time, and if it can be made in our shop. Often times we can machine parts ourselves, with the exception of parts that require critical tolerancing/features. If we cannot machine the parts ourselves, look into options to reduce the cost by comparing multiple sites and companies. Consider lead time, and how it will impact your manufacturing schedule. One company might be very cost effective but will not be able to produce the part for four months. There will be cases where the more expensive option is required (i.e. time and location) but try to find suppliers that will meet our needs at a reasonable cost, and delivery time.

Code Violation Repercussions

Any lead who breaks a section of this code will face repercussions of varying severity based on their actions, and rules broken. For most cases, there will be a two-strike policy for leads with their immediate dismissal occurring on a third strike. Each strike is considered a permanent strike, but the option to appeal the strike is available after a certain time period. All strikes and misdemeanors will be recorded. The table below lists the resulting consequences of each code violation.



Gryphon Racing

Leadership Code of Conduct - 2023



Code Violation	Severity Levels	Actions Taken
Disrespecting Other Members, and Leads	<ul style="list-style-type: none"> Harassment of members, and or faculty <p>Physical, social, cyber bullying</p>	<ul style="list-style-type: none"> Lead is suspended for minor infraction (i.e. inappropriate language/verbal bullying) until otherwise notified by captains Depending upon severity, lead might have to explain their actions/behavior to captains/faculty advisor <p>lead will be dismissed from the team if it is a major infraction (i.e. violent behavior/repetitive mistreatment)</p>
Breaching Safety Regulation	<ul style="list-style-type: none"> Forgetting to follow safety rules in the shop Refuse to follow safety protocols <p>Operating a machine when they do not have proper training</p>	<ul style="list-style-type: none"> A strike is assigned to the lead Lead is suspended with a strike upon first infraction, dismissed from team if they refuse to follow safety regulations at all <p>Lead is assigned a strike and suspended until they acquire proper training</p>
Misuse of Equipment	Stealing Equipment	Lead is dismissed from team and will be forced to return the stolen equipment, or fined
Failing to Commit to Responsibilities	<ul style="list-style-type: none"> Letting projects fall behind, with no intention of getting them back on track Failing to engage sub-section in projects <ul style="list-style-type: none"> Refusing to let members help on projects Refusing to help/train members 	<ul style="list-style-type: none"> Strike is assigned to lead, and they will need to speak with captains about their plans to get back on track, or their resignation if lacking interest in role Strike is assigned, and lead is suspended until notified by captains If actions continue lead is dismissed
Sharing Confidential Information	<ul style="list-style-type: none"> Shared personal information <ul style="list-style-type: none"> Passport data 	<ul style="list-style-type: none"> Lead is dismissed from team upon infraction



Gryphon Racing

Leadership Code of Conduct - 2023



	<ul style="list-style-type: none"> ○ Driver's license ○ Signature 	
Intoxication, and Use of Drugs	<ul style="list-style-type: none"> ● Smoking ● Intoxicated ● Substance abuse 	<ul style="list-style-type: none"> ● Lead will be suspended for the day and assigned a strike ● Lead will be suspended for a time decided by the captains if not found operating machinery. If found operating machinery while intoxicated, lead will be dismissed from the team <p style="text-align: center;">Lead will be suspended until notified by captains</p>

If a lead has violated any of the topics listed in the code, remaining leads and captains will discuss the actions of the lead and vote whether that lead deserves a strike. The votes each lead, and captain give will remain anonymous, but the results will be shared with the lead to be transparent. (i.e. the votes resulted in a majority vote for a strike 8:3). Gryphon Racing's faculty advisor will be informed of infractions deemed major by captains, and the proposed plan to rectify the situation. Gryphon Racing's faculty advisor will have the final say on the decision made and actions to be taken. If a lead is to be dismissed from their position, Gryphon Racing's faculty advisor must approve the dismissal.

If a general member has violated an act in the constitution, the associating lead will inform the captains of the issue that transpired. The captains and lead will then have a discussion to decide if the actions taking are worthy of a strike. The lead will then inform the member of the end decision and assign strikes when applicable.

Each lead, and member will have the opportunity to remove their strikes after one year through an appeal to the captains. The lead will present their case to the captains and other necessary parties who will then decide if the leads actions proceeding the incident justify the removal of the strike. Infractions deemed major by captains and leads will not have the opportunity to be removed from a student's records.