

## **Code of Conduct**

### Respect and Inclusion:

- Treat all individuals with respect, dignity, and fairness, regardless of their race, ethnicity, gender, sexual orientation, religion, disability, or any other characteristic.
- Foster an inclusive environment where everyone feels welcome and valued.
- Avoid discriminatory or offensive language, gestures, or behavior.

### Professionalism:

- Maintain a high level of professionalism in all interactions, whether internal or external.
- Conduct oneself in a manner that upholds the reputation and values of the organization.
- Avoid conflicts of interest and act in the best interest of the organization.

### Communication:

- Communicate openly, honestly, and respectfully with colleagues, superiors, and subordinates.
- Listen actively and consider diverse perspectives before responding.
- Refrain from using derogatory, offensive, or inflammatory language in written or verbal communication.

### Confidentiality and Privacy:

- Respect the confidentiality of sensitive information and only share it with authorized individuals.
- Protect the privacy of individuals and avoid sharing personal information without consent.

### Professional Development:

- Continuously enhance professional skills and knowledge relevant to one's role.
- Encourage and support the professional growth of colleagues through collaboration and knowledge-sharing.

#### Harassment and Bullying:

- Zero tolerance for any form of harassment, bullying, or intimidation.
- Report any incidents of harassment promptly to the appropriate channels, ensuring confidentiality and proper investigation.

#### Safety and Security:

- Prioritize the safety and security of individuals within the organization.
- Follow safety protocols and report any potential risks or hazards.

#### Compliance with Laws and Regulations:

- Adhere to all applicable laws, regulations, and policies governing the organization's activities.
- Report any potential violations to the appropriate authorities.

Violations of this code of conduct policy may result in disciplinary action, including but not limited to verbal warnings, written warnings, suspension, or termination, depending on the severity and frequency of the offense in alignment to local laws.