Code of Conduct

CODE OF CONDUCT

Objective:

To establish clear expectations for behavior, ethical standards, and professional practices for all employees and volunteers, promoting a respectful, professional, and legally compliant work environment that upholds the confidentiality of sensitive information, in line with the *WHO's (World health organization) Ethical Standards and Procedures.*

Policy:

1. Respect and Integrity

- Respect for Individuals: All employees and volunteers must treat each other, beneficiaries, donors, and external partners with respect and dignity. This includes valuing diverse perspectives and promoting an inclusive environment.
- Integrity in Actions: Act with honesty and integrity in all dealings. Avoid any actions that could harm the reputation of SOSNEEDS or its stakeholders. This aligns with *SDG 16* on promoting peaceful and inclusive societies, emphasizing accountability and transparency.
- Positive Communication: Use positive, constructive language in all forms of communication. Refrain from using language or behavior that is discriminatory, offensive, or harmful.

2. Professionalism

- High Standards: Maintain a high standard of professionalism in all interactions, both within and outside the organization, reflecting the *WHO's Ethical Standards and UN guidelines for civil service conduct.* This includes being punctual, reliable, and accountable for your actions.
- Dress Code: Adhere to the organization's dress code, ensuring that your attire is appropriate for your role and setting.
- Conflict of Interest: Disclose any potential conflicts of interest and avoid situations where personal interests could conflict with the interests of SOSNEEDS.

3. Compliance

- Adherence to Policies: Follow all organizational policies, procedures, and guidelines. This includes understanding and adhering to the specific policies related to your role.
- Legal Compliance: Comply with all relevant local, national, and international laws and regulations. This includes, but is not limited to, labor laws, privacy laws, and health and safety regulations.
- Reporting Violations: Promptly report any suspected violations of organizational policies or laws to the appropriate authorities within SOSNEEDS.