

**Code of Conduct**



* Protection of NCCAT property

All employees must treat facility’s equipment with respect and care, should not misuse it or use it frivolously

All employees should protect NCCAT’s equipment and other material property from damage and vandalism at all times.

* Professionalism

All employees must show integrity and professionalism in the work place.

* Corruption

NCCAT discourages staff from accepting gifts from our users and /or partners. We also prohibit briberies for the benefit of any external or internal party.

* Job Duties and Authority

All employees should fulfil their job duties with integrity and respect towards users and colleagues. We encourage mentoring throughout our facility.

* Absenteeism and tardiness

We expect all employees to be punctual when arriving and leaving work. Staff members are expected to plan and notify management and colleagues on their vacation and personal leave ahead of time.

* Benefits

We expect our employees to not abuse their employment benefits such as sick leave, personal leave, vacation time, insurance and any other benefits offered by NCCAT.

* Conflict of Interest

We expect all employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

* Collaboration

We expect our employees to be friendly and collaborative. They should try not to disturb the workplace or present any obstacles to their colleague’s work.

* Communication

All employees must be open for communication with their colleagues, supervisors, team members and users.

All NCCAT employees are bound by their contract to follow the employee code of conduct while performing their duties. Outlined below are the components of our Code of Conduct:

* Compliance with law

All NCCAT employees must comply with all environmental, safety and fair dealing laws. We expect our staff to be ethical and responsible when dealing with facility’s finances, products, partnerships and NCCAT’s overall public image.

* Respect in the workplace

All NCCAT employees must respect their colleagues. We won’t allow any kind of discriminatory behavior, harassment or victimization.

I

I understand that is expected of me: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initials

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_