

Code of Conduct

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 users must comply with all environmental, safety and fair dealing laws. We expect our users 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 users must respect other customers as well as staff members. We won’t allow any kind of discriminatory behavior, harassment or victimization.

* Protection of NCCAT property

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

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

* Professionalism

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

* Corruption

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

* Job Duties and Authority

All users should fulfil their job duties with integrity and respect towards other customers and staff members. We encourage mentoring throughout our facility.

* Absenteeism and tardiness

We expect all users to be punctual when arriving and leaving our facility. Users are expected to plan ahead and notify staff in case cannot come onsite ahead of time.

* Conflict of Interest

We expect all our users to avoid any personal, financial or other interests that might hinder their capability or willingness to conduct their research at NCCAT.

* Collaboration

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

* Communication

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

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

 *Initials*

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

*Please print*

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