



The Code of Conduct

❖ Objective of the Code of Conduct:

To serve as a guide for employees and volunteers to make ethical decisions in their careers as well as in their own lives.

- The Code aims to assist employees and volunteers to better understand the obligations imposed on their conduct under the Hope Spot Organization charter signed at the time of enrollment.

❖ (Article 1) This Code of Conduct applies to:

- All staff members of Hope Spot Organization who will be asked to sign them as staff or volunteers
- People holding contracts of consultants or trainees will receive the code and ask them to confirm their adherence to the standards of the organization as much as they apply to their status.
- Governmental and non-governmental organizations and companies working through their staff with Hope Spot Organization will be asked to make the principles contained in the Code known to those people in an appropriate manner.

❖ (Article 2) Principles of the Code of Conduct for the Hope Spot Organization:

As a member of HSO, I pledge to:

1. Treat all refugees and other people of concern with respect, fairness and dignity.
2. Adhere to the integrity of the organization as a spot of hope, by ensuring that it is and considers my personal and professional conduct to be at the highest level.
3. Perform my official duties and conduct my affairs in such a way as to avoid conflicts of interest and thereby maintain and strengthen public confidence in the Organization.
4. Contribute to building a harmonious workplace based on team spirit, mutual respect, and understanding.
5. Promote the safety, health and well-being of my colleagues as a necessary condition for effective and consistent performance.
6. Protect and use the information and resources obtained through the work of the Organization.
7. Oppose any form of exploitation and mistreatment of refugees and others who are the focus and attention of the working colleagues and tell the Department.
8. Refrain from participating in any activities that violate human rights, harming the reputation of the Organization and endanger its interests.
9. Refrain from engaging in any form of harassment, discrimination, violence, verbal or physical abuse, or favoritism in the workplace inside or outside the workplace.



❖ **(Article 3) The universal values of signatories to the code of conduct shall be determined by:**

- Credibility.
- Professionalism.
- Integrity and transparency.
- Objectivity.
- Cooperation and coordination.
- Mutual respect.
- Neutrality.

❖ **(Article 4) The obligations of the Members of the Organization signatories to the Code of Conduct shall be determined by:**

1. Full implementation of the Charter.
2. Commitment to implement the decisions of the Board of Directors agreed upon among the active members.
3. Commitment to show the logo of the organization on their publications and the website and social networking pages in case of using the name of the organization or any of its activities.

❖ **(Article 5) : Membership of the Organization shall be lost in the following cases:**
Membership of the Commission shall terminate in one of the following cases:

1. To submit a written resignation to the Board of Directors of the Organization.
2. Violation of one of the principles agreed upon in Articles 2 and 3 and the decision to dismiss one of the employees in agreement with the majority of the active members of the Organization and the Board of Directors.

Job title :

Date:.....

Name & Signature: