



SAMS STAFF CODES OF CONDUCT

The Code:

Codes are primary vehicle for articulating the core values and principles of our organization. Adherence to the codes of conduct will assure the integrity and effectiveness of function and proper communication channels.

The central values that define the ethical standards for SAMS staff are:

Integrity and Accountability: Each staff has the ultimate duty toward the organization. He or she are to be accountable for their action using SAMS ' name and perform the responsibilities assigned to them at the time of hire

Excellence: Staff will strive for exemplary excellence in fulfilling all their tasks and duties.

Honesty: Staff are expected to conduct all actions in a candid, open, truthful manner that is free from deception. Being forthcoming with all relevant facts and information to other staff is required.

Fairness: Staff members in their capacity as supervisor of others, are expected to consistently apply the same standards to every person and situation. They should consistently act in ways which do not give inappropriate advantages or disadvantages to any party and avoid decisions which could create the appearance of such advantageous favoritism.

Communication and Respect: Staff should command respect of their organization by setting the example in respectful interaction among themselves. Verbal and written interaction among staff should maintain the highest standard of respect in communication. Addressing each other with respect will assure maintenance of healthy supportive dynamics. Personalization is to be avoided and verbal attacks or insinuations are not to be tolerated. Furthermore, any staff member should follow the chain of commands established by the Organization, and communicate through his direct supervisor only, without bypassing the command line. The direct supervisor should be copied on all communications to assure proper oversight and accountability. Should a staff member have a dispute with his direct supervisor, he should follow the chain of commands and discuss the issue with the next staff in the chain.

Social Responsibility and Adherence to Community Standard: Staff should maintain the bright record of social responsibility and living up to the community standards that earned them the privilege of serving in this organization.

Signing on to a code of conduct is not a guarantee of ethical conduct. While a code may detail what one should do in his /her capacity, we are all capable of seeking and finding ways to pervert the codes intentions. The process of perversion may be as subtle as subconscious rationalization or as blatant as fraud. We need to remember that the code is not a substitute for good and honorable people doing a difficult task to the best of their ability for the benefit of those who have entrusted them with this responsibility.

Enforcement

Breaches of this Code, whether intentional or unintentional, shall be reviewed by an “Ethical Committee” designated by the Board of directors which will in turn make recommendations to the full Board for corrective action, if deemed necessary. Review of breaches of this Code shall be in accordance with the Code of Conduct Guidelines developed.

Serious breaches of the Code may be cause for dismissal of the person or persons committing the infraction.

Affirmation

All Staff shall read this Code at least annually and shall certify in writing that they have done so and that they understand the Code.

Periodic Review

This Code will be reviewed annually by the “Ethical Committee” as designated by the Board, which shall make recommendations to the full Board regarding changes to or rescinding of the Code or code elements as deemed necessary.

Staff Name and Signature

Date