



Foundation Business Start-Up Centre – Bitola Staff Code of Conduct

Purpose

This Code of Conduct should be signed by all employees (including interns and volunteers) as part of their contract at Foundation Business Start-Up Centre. Every employee at the Foundation Business Start-Up Centre will be held accountable for his or her behaviour. The purpose of this document is to communicate to all staff what type of conduct is expected and what type of conduct is undesired and thus to be avoided. Furthermore, by signing this Code of Conduct the Foundation Business Start-Up Centre employee declares that he or she will behave accordingly.

Transparency and integrity

Foundation Business Start-Up Centre highly values transparency throughout the entire organisation; from internal dynamics between staff towards the external communication towards beneficiaries and society as a whole. Foundation Business Start-Up Centre does not pretend to act flawless, but intends in all circumstances to be as honest and transparent as possible. Internally, Foundation Business Start-Up Centre staff is expected to behave with integrity, and any form of misbehaviour or misuse of information will not be tolerated.

In case of misconduct the Director of Foundation Business Start-Up Centre - Bitola is authorised to make a decision concerning the sanctioning of the responsible person.

By signing this Code of Conduct, the Foundation Business Start-Up Centre staff member declares that he or she:

- Is aware of Foundation Business Start-Up Centre's mission;
- Has read the Foundation Business Start-Up Centre Staff Manual;
- Will not intentionally provide external parties with incorrect information of Foundation Business Start-Up Centre's activities;
- Will not engage in corruption and/or fraud;
- Will not grant any contracts, assignments and benefits through Foundation Business Start-Up Centre projects to relatives and friends;
- Will not use any narcotics during working hours;
- Will not misuse the internet during working hours;
- Will treat everybody with respect and courtesy, and without harassment in the course of Foundation Business Start-Up Centre employment;
- Will not make improper use of:
 - Insider information;
 - His or her duties, status, power or authority;
- Will prevent to risk or bring any damage to the good reputation of Foundation Business Start-Up Centre;
- Will not make promises to third parties that have not been authorised by the relevant line manager;
- Will generally act as much as possible in accordance with the underlying principles of this Code of Conduct: transparency and integrity.

Bitola, August 01, 2010

Suzana T. Kocankovska

Foundation Business Start-Up Centre Bitola

