



## SPARK 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 SPARK. Every employee at SPARK 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 SPARK employee declares that he or she will behave accordingly.

### Transparency and integrity

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

*In case a case of misconduct is detected, the Board of Directors is authorised to make a decision concerning the sanctioning of the respective person. In turn, for the Board of Directors, this is done by the Supervisory Board.*

By signing this Code of Conduct, the SPARK staff member declares that he or she:

- Is aware of SPARK's mission;
- Has read the SPARK Staff Manual;
- Will not intentionally provide external parties with incorrect information of SPARK's activities;
- Will not engage in corruption and/or fraud;
- Will not grant any contracts, assignments and benefits through SPARK 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 SPARK 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 SPARK;
- 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, July 30<sup>th</sup> 2007

A handwritten signature in black ink, appearing to read 'Gjorgji Rafajlovski'.

Gjorgji Rafajlovski  
Business Start-up Centre Bitola