**Personal Code of Ethics**

**1. Integrity**

Throughout all situations I maintain absolute honesty and ethical conduct which persists even during stressful times. I will never use dishonest methods or take shortcuts in my reporting or project management or data handling tasks because it would damage trust and final results.

**2. Accountability**

I accept entire responsibility for all my choices along with my team's performance results and all communication exchanges. I will promptly admit errors to focus on learning instead of pursuing blame when they happen.

**3. Transparency**

I communicate with my team members and stakeholders through clear and open messages. I maintain accurate and timely information sharing with no hidden content when providing project updates and performance evaluations.

**4. Respect for Individuals**

Every team member will receive respectful treatment from me regardless of their personal characteristics including background, gender, experience or beliefs. I will create an inclusive space where all team members receive support and their voices get the recognition they deserve.

**5. Data Privacy**

I will safeguard sensitive data while following ethical and legal guidelines about data access and usage. I will maintain strict controls on client data and internal reports and employee information to prevent unauthorized access and sharing.

**6. Fairness**

All task assignments along with performance recognition and conflict resolution processes will be conducted without any form of favoritism or bias. All decisions will be based on objective criteria and communicated transparently.