**CITE MS Employee Ethical Conduct Audit**

Please take a moment to complete this survey.

The results of this survey will help us evaluate our performance against the Company’s Code of Ethics. All responses are anonymous.

**Part A:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rate how much you agree/disagree with each statement | Strongly disagree | Somewhat disagree | Somewhat Agree | Strongly Agree |
| **Professionalism** | | | | |
| 1. I am calm, objective and informed about my professional work |  |  |  |  |
| 1. I take appropriate action when I see colleagues who go against the company’s code of conduct and values |  |  |  |  |
| 1. I do not act in a way which may affect the reputation of my employer |  |  |  |  |
| 1. I cooperate with my colleagues and build my professional network |  |  |  |  |
| 1. I come to my workplace on time and appropriately dressed |  |  |  |  |
| 1. I treat people around me with respect at and outside of my workplace regardless of any real of perceived difference |  |  |  |  |
| **Professional Development** | | | | |
| 1. I continue to develop my knowledge and skills when outside of the workplace |  |  |  |  |
| 1. I keep up to date with the recent technological developments and news that relate to my profession |  |  |  |  |
| 1. I support and encourage my colleague to continue their own professional development by sharing news articles, links to useful resources and links to training opportunities |  |  |  |  |
| **Quality of Life** | | | | |
| 1. I do everything that is reasonably practicable to protect my own health and safety of others in the workplace |  |  |  |  |
| 1. I report any health and safety issues to my supervisor/manager |  |  |  |  |
| **Privacy** | | | | |
| 1. I can be trusted with the colleagues/customer’s personal information |  |  |  |  |
| 1. I take steps to protect my own and my company’s data from potential unauthorized access |  |  |  |  |
| **Honesty** | | | | |
| 1. I do not knowingly mislead the clients or colleagues in the workplace |  |  |  |  |
| 1. I am always realistic and honest about my professional knowledge and skills |  |  |  |  |
| 1. I check the correctness of the information before I tell it to someone else |  |  |  |  |
| 1. I do not attempt to improve my reputation among peers at the expense of others |  |  |  |  |
| **Sustainability** | | | | |
| 1. I use the resources sustainably and do everything reasonably practicable to reduce the waste |  |  |  |  |
| 1. I always try to recycle the items correctly |  |  |  |  |
| 1. Where possible in my line of work I give preference to environmentally friendly/energy efficient/more sustainable options of products and services |  |  |  |  |

**Part B:**

If there is anything else you would like to add, please use the space provided below

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