3. Personal Code of Ethics

- *Transparency: Communicate openly about goals, decisions, and challenges, ensuring team members are informed and understand the reasoning behind actions.*
- *Accountability: Take responsibility for decisions and results, openly address mistakes, and use them as learning opportunities.*
- *Respect: Treat all team members, stakeholders, and clients with dignity, valuing every opinion and background.*
- *Data Privacy: Protect sensitive information, comply with relevant laws, and educate the team on data security best practices.*
- *Non-discrimination: Ensure fairness in assignments and opportunities, fostering an inclusive and supportive environment.*
- *Continuous Improvement: Encourage ongoing learning, skill development, and adaptation to changing technology and business needs.*