### **Code of Conduct**

# **Core Principle**

As Youth Competitive Programming Circle professionals, we are responsible for adding value to Youth Competitive Programming Circle and contributing to the ethical success of this organization. We accept professional responsibility for our individual decisions and actions. We are also advocates for Youth Competitive Programming Circle by engaging in activities that enhance its credibility and value.

#### Intent

- To build respect, credibility and strategic importance for the technology profession within our organizations, the business community, and the communities in which we work
- To assist Youth Competitive Programming Circle in achieving its objectives and goals.
- To inform and educate current and future practitioners, and the general public about principles and practices that help the profession.
- To positively influence workplace and recruitment practices.
- To encourage professional decision-making and social responsibility.

### Guidelines

- 1. Adhere to the highest standards of ethical and professional behavior.
- 2. Measure the effectiveness of our programs in contributing to or achieving organizational goals.
- 3. Comply with the law.
- 4. Work consistent with the values of the profession.
- 5. Strive to achieve the highest levels of service, performance and social responsibility.
- 6. Advocate for the appropriate use and appreciation of human beings as employees.
- 7. Advocate openly and within the established forums for debate in order to influence decision-making and results.

## PROFESSIONAL DEVELOPMENT

## **Core Principle**

As professionals we must strive to meet the highest standards of competence and commit

to strengthen our competencies on a continuous basis.

### Intent

- To expand our knowledge of our field of interest to further our understanding of how our organizations function.
- To advance our understanding of how organizations work ("the business of the business").

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## Guidelines

- 1. Pursue formal academic opportunities.
- 2. Commit to continuous learning, skills development and application of new knowledge related to both human resource management and the organizations we serve.
- 3. Contribute to the body of knowledge, the evolution of the profession and the growth of individuals through teaching, research and dissemination of knowledge.
- 4. Pursue certification where available, or comparable measures of competencies and knowledge.

### ETHICAL LEADERSHIP

# **Core Principle**

Youth Competitive Programming Circle professionals are expected to exhibit individual leadership as a role model for maintaining the highest standards of ethical conduct.

#### Intent

- To set the standard and be an example for others.
- To earn individual respect and increase our credibility with those we serve.

### Guidelines

- 1. Be ethical; act ethically in every professional interaction.
- 2. Question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner.
- 3. Seek expert guidance if ever in doubt about the ethical propriety of a situation.
- 4. Through teaching and mentoring, champion the development of others as ethical leaders in the profession and in organizations.

### **FAIRNESS AND JUSTICE**

# **Core Principle**

As Youth Competitive Programming Circle professionals, we are ethically responsible for promoting and fostering fairness and justice for all employees and their organizations.

# Intent

 To create and sustain an environment that encourages all individuals and Youth Competitive Programming Circle to reach their fullest potential in a positive and productive manner.

## Guidelines

- 1. Respect the uniqueness and intrinsic worth of every individual.
- 2. Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation, and unlawful discrimination.
- 3. Ensure that everyone has the opportunity to develop their skills and new competencies.
- 4. Assure an environment of inclusiveness and a commitment to diversity in Youth Competitive Programming Circle.
- 5. Develop, administer and advocate policies and procedures that foster fair, consistent and equitable treatment for all.

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- 6. Regardless of personal interests, support decisions made by our organizations that are both ethical and legal.
- 7. Act in a responsible manner and practice sound management in the country(ies) in which Youth Competitive Programming Circles we serve operate.

## **USE OF INFORMATION**

# **Core Principle**

Youth Competitive Programming Circle professionals consider and protect the rights of individuals, especially in the acquisition and dissemination of information while ensuring truthful communications and facilitating informed decision-making.

#### Intent

• To build trust among all organization constituents by maximizing the open exchange of information, while eliminating anxieties about inappropriate and/or inaccurate acquisition and sharing of information.

## **Guidelines**

- 1. Acquire and disseminate information through ethical and responsible means.
- 2. Ensure only appropriate information is used in decisions affecting the employment
- 3. relationship.
- 4. Investigate the accuracy and source of information before allowing it to be used in employment related decisions.
- 5. Maintain current and accurate HR information.
- 6. Safeguard restricted or confidential information.

I have read Youth Competitive Programming Circle's Code of Conduct presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Youth Competitive Programming Circle.

Signature	<u> </u>	 
Name		 
Date		