

### 1. Purpose and Scope:

Our foundation offers a comprehensive range of products and services designed to enable our customers to learn, grow, and innovate. These offerings include courses, educational packages, kits, coaching and counseling services, incubator and accelerator programs, R&D services, and AI solutions. We value the trust and support of our customers and are committed to ensuring their satisfaction with their purchases. This Code of Conduct outlines the expectations for behavior and ethics for all members of the Foundation

### 2. Definitions:

**Members of the Foundation:** All members of our team including directors, managers, coordinators, board members, staff, employees, contractors, engineers, developers, partners, advisors, coaches, teachers, mentors, interns, volunteers, and students, are called Members of the Foundation.

### 3. Procedure of Reporting Violations and Harassments:

All members of the Foundation are expected to report any suspected violations of this Code of Conduct and the Anti-Harassment Policy to their respective supervisor(s) or to the Foundation's President. By following this code of conduct, all members of the Foundation can work together to create a safe, ethical, respectful, and professional environment that supports the mission and vision of the Foundation. Violations of this Code of Conduct, particularly those that are deemed to be serious, may result in the termination of contract, collaboration, employment, or membership of the individual(s) responsible for the violation. Additionally, legal action may be pursued against the individual(s) responsible..

### 4. Codes of Conduct

**Ethical Behavior:** All members of the Foundation are expected to conduct themselves with the highest ethical standards. This includes:

- a. **Honesty:** All members are expected to be truthful and honest in their interactions with others and in their work for the organization.
- b. **Integrity:** All members are expected to act with integrity and uphold the values of the organization.
- c. **Respect:** All members are expected to treat others with respect, regardless of race, gender, religion, age, or any other characteristic.
- d. **Fairness:** All members are expected to be fair and just in their interactions with others.

- e. **Confidentiality:** All members are expected to maintain the confidentiality of sensitive information and respect the privacy of others.
- f. For more details on Ethical Standards in the Foundation please refer to our Ethical Policy.

**Professionalism:** All members of the Foundation are expected to always act in a professional manner. This includes:

- a. **Diligence:** All members are expected to perform their duties to the best of their ability and to meet deadlines (?).
- b. **Accountability:** All members are expected to take responsibility for their actions and be accountable for their mistakes.
- c. **Communication:** All members are expected to communicate clearly and professionally with others.
- d. **Appearance:** All members are expected to dress appropriately for their roles.

**Conflict of Interest:** All members of the Foundation are expected to avoid conflicts of interest. This includes:

- a. **Personal Gain:** All members are expected to avoid situations where personal gain conflicts with the interests of the organization.
- b. **Impartiality:** All members are expected to act impartially in all decision-making processes.
- c. **Disclosures:** All members are expected to disclose any potential conflicts of interest to the appropriate parties.
- d. **Personal relationships:** The establishment of personal relationships between members of a team should be reported to ensure the safety, equality, and well-being of all team members and to maintain the integrity of the Foundation. Examples of such relationships include personal and family relationships between teachers, coaches, or other employees and their students or the family members of their students, romantic or personal relationships between directors and members of their team, employees, or clients, as well as any other inappropriate relationships that may compromise the professional environment of the foundation. If any such relationships exist, it is crucial to report them to the HR department or the President of the foundation.

**Compliance with Laws and Regulations:** All members of the Foundation are expected to comply with all applicable laws and regulations. This includes:

- a. **Legal Compliance:** All members are expected to comply with all applicable laws and regulations.
- b. **Reporting:** All members are expected to report any suspected violations of laws or regulations.

**Respect for Resources:** All members of the Foundation are expected to respect the resources of the organization. This includes:

- a. **Financial Stewardship:** All members are expected to use the resources of the organization responsibly and for the intended purposes.
- b. **Property:** All members are expected to respect the property of the organization and use it appropriately.

**Safety and Health:** All members of the Foundation are expected to prioritize the safety and health of themselves and others. This includes:

- a. **Safety:** All members are expected to follow safety protocols and report any unsafe conditions.
- b. **Health:** All members are expected to prioritize their own health and well-being and take appropriate measures to prevent the spread of illness to others.

All members of the Foundation are expected to use social media responsibly and in accordance with the values of the organization. This includes refraining from making derogatory or defamatory comments about the Foundation, its members, or any other individual or group. It also includes being mindful of the privacy and confidentiality of others, as well as avoiding any activity that may harm the reputation of the Foundation.

All members of the Foundation are expected to avoid any gifts or entertainment that may create a conflict of interest, compromise their integrity, or create the appearance of impropriety. If gifts or entertainment are accepted, they should be of nominal value and in compliance with applicable laws and regulations.

## 5. Retaliation Policy:

Retaliation against any director, manager, coordinator, board member, staff, employee, contractor, coach, teacher, mentor, intern, volunteer, or a student who reports Reporting Violations and Harassments or cooperates in an investigation of Violations and Harassments: is strictly prohibited. Retaliation can take many forms, including but not limited to demotion, denial of promotion, transfer, negative evaluations, and termination of employment. Any director, manager, coordinator, board member, staff, employee, contractor, coach, teacher, mentor, intern, volunteer, or a student who engages in retaliation will be subject to disciplinary action, including termination of his/her contract, employment, volunteer, service, or internship.

## 6. Conclusion:

The Foundation is committed to protecting whistleblowers who report suspected violations of this Code of Conduct or any other illegal or unethical activity. Retaliation against whistleblowers will not be tolerated, and any such retaliation will be subject to disciplinary action.

