

**KDO Code of Ethics**

1. Introduction At KHAGARAH Development Organization (KDO), we are committed to the highest standards of ethics, transparency, and integrity. Our Code of Ethics serves as a guide for employees to uphold these values in all their professional actions, ensuring that we deliver on our mission with respect and accountability.

2. Ethical Principles As a staff member of KDO, I commit to the following ethical principles:

**Integrity:** I will act honestly, fairly, and ethically in all interactions with colleagues, beneficiaries, partners, and stakeholders.

**Respect:** I will treat all individuals with dignity, fairness, and respect, fostering an inclusive and positive working environment.

**Transparency:** I will ensure transparency in all decisions and actions that affect KDO's operations, relationships, and resources.

**Accountability:** I will take responsibility for my actions, decisions, and the impact they have on KDO, ensuring that the organization remains accountable to its stakeholders and beneficiaries.

**Confidentiality:** I will protect sensitive information and will not disclose any confidential or proprietary information without proper authorization.

**Non-Discrimination:** I will promote and support equality and diversity in all aspects of KDO's work, ensuring that all individuals are treated fairly, regardless of gender, ethnicity, disability, or any other characteristic.

**Commitment to Development:** I will work in the best interest of the communities we serve, focusing on empowering individuals and communities through sustainable development initiatives.

3. Expectations of Professional Conduct As an employee of KDO, I agree to:

Comply with all applicable laws, regulations, and policies that govern our work.

Avoid any conflicts of interest that could compromise my ability to act in the best interest of KDO and its beneficiaries.

Report any violations of the Code of Ethics or unethical behavior observed in the workplace.

Participate in training and professional development to continually improve my performance and understanding of ethical practices.

Safeguard KDO's reputation by upholding the organization's values both within and outside the workplace.

4. Reporting Violations I understand that if I observe or become aware of any unethical behavior or violations of KDO's policies, I have a duty to report such instances through the appropriate channels, without fear of retaliation. All reports will be handled with confidentiality and professionalism.

5. Declaration and Acknowledgment I hereby acknowledge that I have read, understood, and agree to abide by the Code of Ethics outlined above. I understand that failure to adhere to these ethical principles may result in disciplinary action, up to and including termination of employment.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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*D.G.S.*

*Faraa*  
*FARAASHAHID*  
*E.D.*