

## **Code of Conduct of Kazakhstan Foundation for Cultural Social and Educational Development**

This Code of Conduct complements KFCSED's existing Safeguarding Policy, and any violation of the Safeguarding Policy and this Code of Conduct is a serious concern and may result in disciplinary action, up to and including dismissal. All staff and related personnel must read and sign this Code of Conduct (see above).

### **As a KFCSED student, staff or/and related personnel, I will –**

- give respect and dignity to all students and staff associated with the work of KFCSED;
- create and maintain a safe, positive organizational culture that encourages open communication, trust and healthy relationship;
- try to prioritize my physical and mental health and, by doing so, be a model of good practice for others to do the same.
- respect the right to personal privacy of KFCSED students and its staff;
- maintain confidentiality about any concerns or information I am aware of and only share information with staff of the appropriate function who need to know such information;
- will only share, store and use KFCSED information and data using official KFCSED email accounts and data storage systems provided by the organisation.
- support students to make their own choices, make informed decisions, and control their lives;
- teach students to assess what is acceptable and unacceptable both in staff behavior and in their dealings with other students and staff.

### **As a KFCSED student, staff or/and related personnel, I will not –**

- harm or abuse students or/and staff in any way at any time;
- differently treat or favor a particular student or/and a staff member to the exclusion of others;
- use language or behavior towards staff and students that is intended to shame, humiliate, belittle, sexually abuse, undermine students' and staffs' self-esteem or otherwise perpetrate any form of psychological abuse, emotional abuse or/and maltreatment;
- discriminate or use discriminatory language towards students or/and staff members regarding their gender, age, ethnicity, nationality, disability, political and religious background, social status, pregnancy and maternity, marriage, and civil partnership;
- use a position of power to exploit or make students or/and staff members to do something for my own advantage;
- use KFCSED staff members', and students' names, phone numbers, images, videos, confidential documents, documents with private information regarding KFCSED or/and any other personal information without their explicit consent;

- drive a student in my car, invite to my home or be alone in an enclosed space;
- physically interact with students and staff members in any way that is inappropriate and unacceptable to my professional role I have agreed to perform at KFCSED;
- engage in any sexual activity or sexual relationship with any KFCSED student of any age or other personnel.

For a detailed description of *Key Terms and Definitions* mentioned above, please refer to Safeguarding Policy. For a detailed description of *discrimination*, please refer to Safeguarding Policy.

**In case there is a concern or suspicion regarding abuse, harm, or harassment towards KFCSED staff or related personnel, please see our Safeguarding Policy *Procedures for Responding to Harm and Abuse*.**