

Code of Behaviour & Ethics

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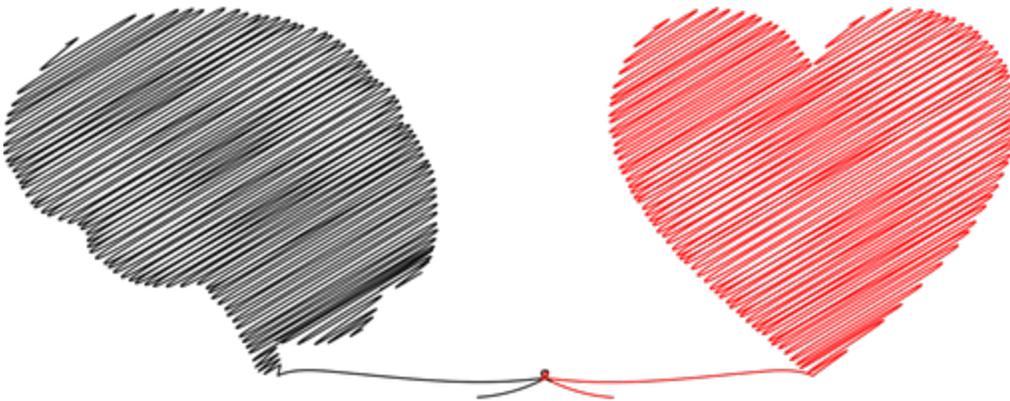
Introduction

Our core values are part of a shared belief system that defines who we are. They influence how we make decisions and guide us in our interactions with colleagues, customers, suppliers, shareholders and society as a whole.

We all have a personal responsibility to incorporate the principles of the Code and core values into our work. We should never feel pressured to violate the Code. If that pressure should ever arise, then we urge you to Speak Up.

It applies to our behaviour in online meetings, slack channels, e-mails, in-person meetings, meetups, calls, and social media.

Our core values P.E.A.C.E.



Playfulness - Play with our products or to make appropriate use of gamification when brainstorming, designing, implementing, documenting or releasing the products.

Empathy - Always try to imagine a situation from other people involved point of view, validate your and their feelings, practice active listening, talk to colleagues you don't interact on a regular basis and see how you can help Synchromind by maybe collaborating closer.

Accountability - All of us take responsibility for our work performance and business outcomes. Avoid blame games, take full ownership and focus on lessons to be learnt.

Connection - Consciousness is already what we are. Society conditions us to not see those parts of ourselves and to deny their existence. Connecting to our inner Source is a skill we can practice in our day to day activities.

Ethics - Governed by five fundamental principles: Confidentiality, Integrity, Objectivity, Professional behaviour., Professional competence. See more here: <https://synchromind.atlassian.net/wiki/spaces/GS/pages/508559397/Code+of+Behaviour+Ethics#Ethics-code>

Our guiding principles



1. We lead by example (practice what we preach and then teach others)
2. We respect everything on our planet and beyond
3. We work with integrity
4. We challenge the way things have been done for years
5. We stay solution oriented
6. We encourage everybody to Speak Up

Speak up / Act up procedure

According to [Mental health policy](#), you have the right to be heard.

If you feel you are not heard, please reach out to a trustworthy person (*please check the [Org Chart](#)*).

Responsibilities of a trustworthy person:

- Listen to the complaint(s)
- Suggest possible solution(s)
- Mediate conflict or send to mediation
- Liaise with external mental health providers

Ethics code



The Code requires everybody at Synchronmind to comply with these fundamental principles of ethics. The Code also requires us to apply the conceptual framework to identify, evaluate and address traps to compliance with the five fundamental principles below.

Confidentiality

We should not disclose professional information unless you have specific permission or a legal or professional duty to do so.

Objectivity

Stay focused on being authentic and avoid allowing bias, conflict of interest or the influence of other people to override our professional judgment.

Professional behaviour

Traps to compliance with the fundamental principles fall into one or more of the following categories:

- **Self-interest trap:** Commonly called a "conflict of interest" which may inappropriately influence judgment or behaviour.
- **Self-review trap:** When you are required to evaluate the results of sensitive situations.
- **Advocacy trap:** Arising if promoting a position or opinion to the point that your objectivity is compromised.
- **Familiarity trap:** When you become so sympathetic to the interests of others as a result of a close relationship that your professional judgment becomes compromised.
- **Intimidation trap:** When you are deterred from acting objectively by actual or perceived pressure or influence.

Professional competence

An ongoing commitment to our level of professional knowledge and skills. Those working at Synchromind to any extent must have the appropriate training and supervision (can be delegated via GRC - governance risk and compliance process).

Integrity

Being straightforward, honest and truthful in all Synchromind's professional and business relationships. We should not be associated with any information that we believe contains a materially false or misleading statement, or which is misleading by omission.

Remember: Ethics are the responsibility of all of us.