Compliance with and Enforcement of the Code

The acceptance of compliance with the Code will form an integral part of the labor and employment contract of the FairChain Foundation staff and contractors. The Code will be enforced through an integrated system of policies, procedures and internal reporting mechanisms, and any staff member who violates the Code is subject to disciplinary action. In accordance with disciplinary procedures, any problems encountered as well as any suggestions should be channeled to the direct supervisors who will then forward the case to the Board of Directors for final decision. The Board of Directors is the ultimate enforcer of the Code. The Code is designed to provide general guidelines and clarity about the ethical conduct that should be adopted when working for the FairChain Foundation.

3. Values and Principles

Integrity and honesty
The FairChain Foundation is fair and honest and is not to be applied in internal and external interactions. No one associated with the FairChain Foundation on an employee or contractor level may use their official position or authority to influence decisions or actions for personal gain or to gain undue favor or advantage. In making personal decisions, the employee or contractor should always ppear to be acting in the best interests of the public and the organization. The FairChain Foundation is dedicated to upholding the highest standards of integrity and honesty.

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4. Avoiding Conflicting Competition and/or Employment

Staff who wish to take up paid outside work, including those on a part-time basis, must seek the approval of their supervisor. When called upon to deal with matters of the organization for which there is an actual or perceived conflict of interest, the staff member should make a declaration in writing to their supervisor. They will then be assigned to another work task by their supervisor. Each staff and contractor is required to sign the conflict of interest statement attached.

5. Avoiding Conflict of Interest

Conflict of interest arises when the private interests of an individual conflict or compete with the interests of the organization. "Private interests" means both the financial and personal interests of that individual. These interests include, but are not limited to, business interests, personal friends, the club and societies to which they belong, and any person to whom they have a favour or for whom they have a duty or obligation in any way.

6. Staff who misuse their official position for personal gains or to favour their relatives or friends are regarded as gifts to the organization and they should not be accepted without permission from the supervisor.

7. Ensuring Safe Working Space

Ensuring Safe Working Space within the FairChain Foundation includes ensuring that all FairChain Foundation staff and contractors are professional and friendly in their interactions. The work space will prevent and swiftly respond in the case of any sexual harassment and discrimination based on gender, sexual identity, race, or religion.

8. Safeguarding FairChain Foundation Intellectual Property (IP) and Classified Information

Confidential information is information that should not be made available to any unauthorized person. Staff and contractors are not allowed to disclose any IP, classified or proprietary information to anyone without written authorization. Staff who have access to or control of such information should always provide adequate safeguards to prevent its abuse or misuse. Examples of misuse include disclosure of information in return for monetary rewards, or use of information to their relative's company with a view to awarding the contract to the latter.

9. Safeguarding FairChain Foundation Property, Money and Assets

Safeguarding FairChain Foundation Property includes preventing any unauthorized use of the organization's intellectual property, classified information or any other property. Staff and contractors are not allowed to disclose any IP, classified or proprietary information to anyone without written authorization. Staff who have access to or control of such information should always provide adequate safeguards to prevent its abuse or misuse. Examples of misuse include disclosure of information in return for monetary rewards, or use of information to their relative's company with a view to awarding the contract to the latter.

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