



## *Sudanese American Medical Association*

### **Code of Conduct Policy**

#### **a. SAMA's Mission Statement and Values**

Sudanese American Medical Association "SAMA" is a non-profit, non-political, educational and humanitarian organization. SAMA is committed to promote and support the health and wellbeing of our community by delivering superb, sustainable and measurable medical services, education, training and capacity building. Collaborative Performance with Excellence, Integrity and Professionalism. We promise to deliver all of our commitment to our people, members and donors, with the highest standards of transparency, ethics and compliance.

#### **b. Purpose of the Code of Conduct**

This Code of Conduct serves as a framework for ethical decision making within the Sudanese American Medical Association (SAMA). It is a communication tool that informs internal and external stakeholders about SAMA, employees, volunteers and beneficiaries, and provides an in-depth view of what the organization believes and how members of SAMA see themselves and their relationship with each other and the rest of the world.

#### **c. Beneficiaries and Communities we serve**

Respect for the communities we work with and serve, beneficiaries have the right to respect their privacy and dignity. To build respect, credibility and strategic importance for the nonprofit community, and the communities in which we work.

#### **d. Workplace Policies & Procedures**

##### **i. Organization culture, relationships and activities**

Volunteers, staff and Board members are expected to engage in relevant activities, showing respect to one another and abide by all approved policies and procedures agreeing to work with the team in all decisions that have been collectively made. Leadership and staff are expected to make the best decisions when it comes to SAMA as an organization and to its members, and to avoid anything that could possibly hurt the organization or its members in any shape or form. All individuals are entitled to respect and dignity.

##### **ii. Outline of unacceptable behaviors in the workplace**

The following internal behaviors are unacceptable and any leadership, staff and volunteers who is engaged in any of them will be subjected to disciplinary consequences:

- 1) Any form of harassment (verbal, physical, discriminatory, psychological, etc.).
- 2) Using the organization's funds, assets, email, or social media platforms without the knowledge and/or permission of management.

SUDANESE AMERICAN MEDICAL ASSOCIATION

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3) Not allowing equal opportunities for all members, staff and volunteers and/or exclusion.

### iii. Outline of unacceptable external practices


The following external behaviors are unacceptable and any member who is engaged in any of them will be subjected to disciplinary consequences:

- 1) Using SAMA's name in political or civic activities without the knowledge and/or approval of management and board members.
- 2) Sharing confidential information with individuals outside of the organization with or without the intention of getting personal gain.
- 3) Incompliance with government laws and regulations while conducting SAMA activities.
- 4) Nepotism - utilizing position within the organization to favor relatives or friends.

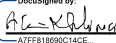
### e. Chain of command for disciplinary action

The chain of command with the organization's Board of Trustees Once an agreement is reached between Board/Committee members, the final decision is shared with the individual(s) involved. Disciplinary actions may include verbal warnings, written warnings, suspension and even termination from being an employee or a board member of the organization.

#### Approved in Board of Trustees Meeting on May 22, 2021

Signature  6/8/2021

Mohammed Elseed  
Chair, Board of Trustees

 6/14/2021

Alawia Suliman  
Vice Chair, Board of Trustees

#### Certification

I have read SAMA's policy on the code of conduct presented above.

I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with SAMA.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

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