



BULGARIA MEDICAL TRAVEL PARTNER LTD

Staff Code of Conduct

Organisational values

As a member of staff of Bulgaria Medical Travel Partner LTD I promise to abide by the fundamental values that underpin all the activity of this organisation. These are:

Accountability

Everything Bulgaria Medical Travel Partner LTD does will be able to stand the test of scrutiny by the public, the media, charity and company regulators, members, stakeholders, funders, Parliament and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within Bulgaria Medical Travel Partner LTD and equally when dealing with individuals and institutions outside it.

Transparency

Bulgaria Medical Travel Partner LTD strives to maintain an atmosphere of openness throughout the organisation to promote the confidence of the public, stakeholders, staff, charity and company regulators and Parliament.

Additionally, I agree to the following points:

Law, mission, policies

- I will not break the law or go against charity or company regulations in any aspect of my role of trustee
- I will support the mission and consider myself its guardian.
- I will abide by organisational policies.

Conflicts of interest

- I will always strive to act in the best interests of the organisation.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

Person to person

- I will not break the law, go against charity or company regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.



- I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee.

Protecting the organisation's reputation

- I will not speak as a member of staff of this organisation to the media or in a public forum without the prior knowledge and approval of the Chief Executive or Chair.
- When I am speaking as a member of staff of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work within it.
- I will respect organisational, board and individual confidentiality.
- I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

Personal gain

- I will document expenses and seek reimbursement according to procedure.
- I will not accept substantial gifts or hospitality without prior consent of the Chief Executive or Chair.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

In meetings

- I will strive to live up to the trust placed in me by Bulgaria Medical Travel Partner LTD.
- I will abide by organisational procedures and practices.
- I will strive to attend all meetings, giving apologies ahead of time to the Chair if unable to attend.

Signed

Vesselina Iv. Dimova
Managing Director

Date: 7th November 2016