SBMT Staff, Fellows, Interns, and Volunteers.

We are a big family, but as in all families, arguments or misunderstandings may arise. We urge and require every member of our staff, permanent or temporary to abide by the following:

General

Compliance with laws and regulations: All Staff, Fellows, Interns, and Volunteers, from now on be called 'team members'; must comply with all applicable laws and regulations, as well as the SBMT's from now on called the 'organization's' policies and procedures.

Confidentiality and data protection: All team members must maintain the confidentiality of sensitive information and protect organization data from unauthorized access, use, or disclosure, misuse will be considered breach of the organization's NDA.

Code of conduct: All team members must adhere to the organization's code of conduct, which outlines expectations for ethical and professional behavior, in accordance with the research ethical guidelines and fellows and interns program guideline.

Harassment and discrimination: All team members are expected to treat others with respect and dignity, and avoid any behavior that may be considered harassment or discrimination. No such behaviors will be tolerated. In the same way, with the same emphasis and magnitude, baseless accusations on race, religion, gender, sex or any discriminatory topic will not be tolerated.

Conflict of interest: team members must avoid any conflicts of interest that may impact their ability to make impartial decisions or act in the best interest of the organization. If any, they have to be disclosed.

Anti-bribery and corruption: All team members must comply with the organization's anti-bribery and corruption policies, which prohibit offering or accepting bribes, kickbacks, or other unethical payments, for (but not limited to) information, prioritizing or offering services or products that are not in accordance with the organization's policies.

Workplace safety and security: All team members must comply with the organization's policies and procedures related to workplace safety and security, and report any hazards or security risks in a timely manner.

Use of organization resources: team members are expected to use organization resources responsibly and for legitimate business purposes only.

Social media and online behavior: team members must use the organization's social media and other online platforms in a responsible and professional manner, reflecting the mission of the organization, prior approval, and avoiding any behavior that may be considered inappropriate, offensive, or damaging to the organization's reputation. Social media posts that are not aligned with the mission of the organization, have to be taken down immediately.

Governing Guideline: All Documents, Systems, Calls or Materials pertaining to the company, worked for the organization or in conjunction with or edited from previous shared material are subjected to the NDA and subject to these organizational guidelines.