

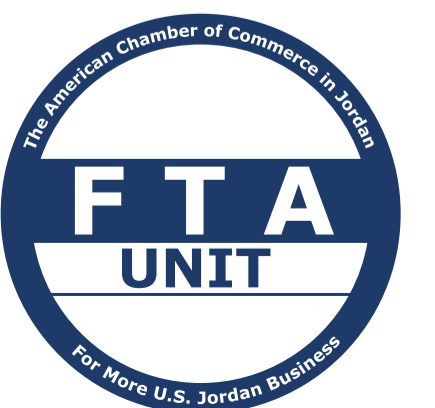


The American Chamber
of Commerce in Jordan

BASIC CODE OF ETHICS FOR **NEW** EMPLOYEES



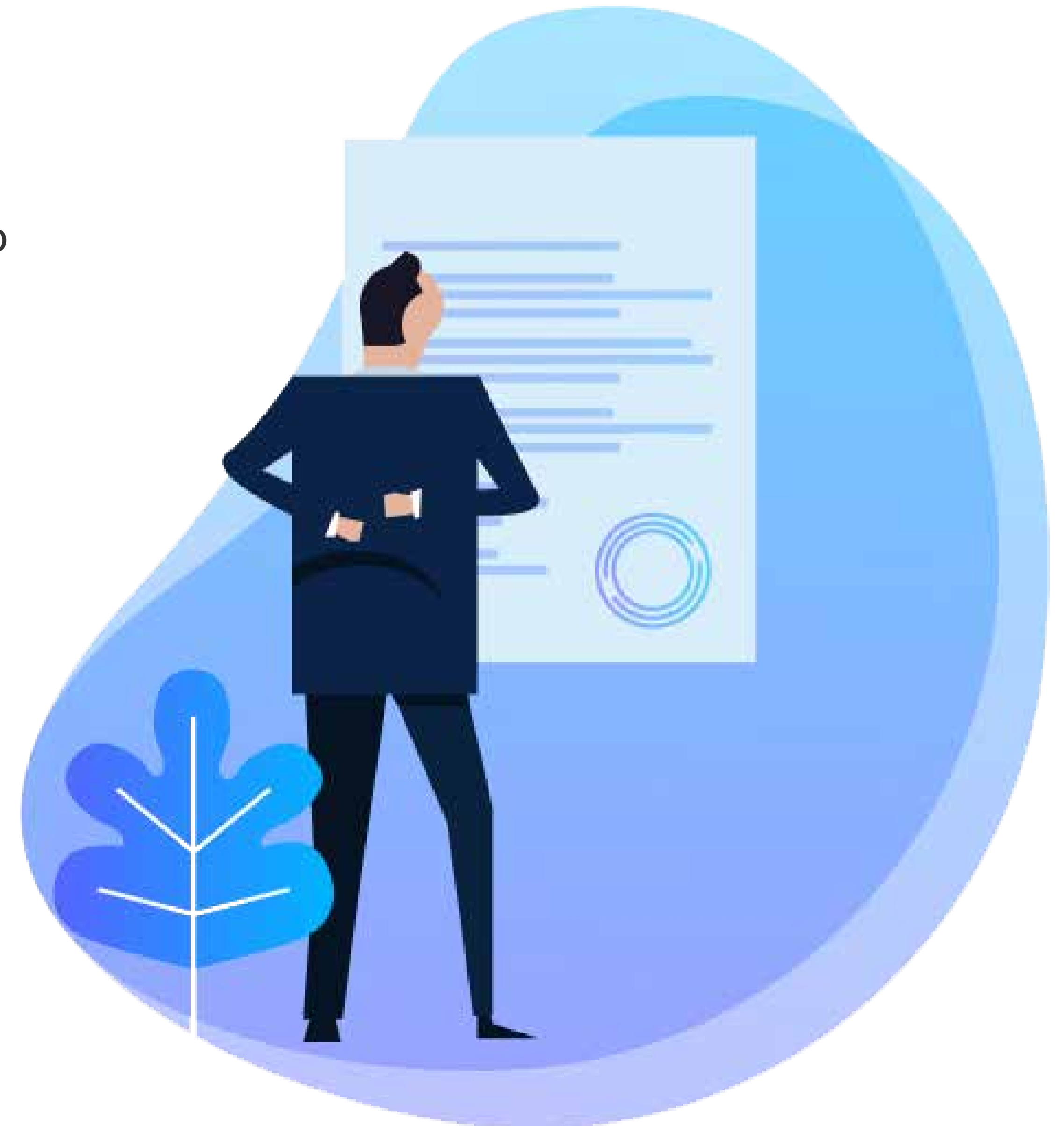
U.S. Embassy
in Jordan
السفارة الأمريكية
في الأردن



INTRODUCTION

This Basic Code of Ethics for New Employees was developed by the American Chamber of Commerce in Jordan (**AmCham-Jordan**) under its University Student's Internship Program implemented with support from the Public Affairs Section - U.S. Embassy in Amman.

This Code is a starting point for newly employed undergraduates, and it aims to provide them with awareness and understanding of the basic standards of **conduct** for employees in their day to day performance of their work.



“HAVING GOOD WORK ETHICS WILL LEAD TO PROFESSIONAL SUCCESS & POSITIVE RELATIONS WITH COLLEAGUES & MANAGEMENT.”



WORK ETHICS

Work Ethics are a dynamic set of values that govern a personal behavior and conduct in his/her work, between his/her colleagues, and with the Company.

**A GOOD WORK ETHIC
IS REQUIRED TO
BUILD A SUCCESSFUL
CAREER.**



ELEMENTS OF AN EMPLOYEE'S WORK ETHICS

◆ **Respect the Law, Rules & Procedures**

An employee must respect the laws as well as the company's rules and procedures. He / She must always act lawfully and in accordance with the rules and procedures. An employee should be ethical and responsible when dealing with the company's finances, products, partnerships, and public image.

◆ **Respect in the workplace**

An employee should respect their colleagues. This means not treating colleagues differently based on their gender, age, origins, or otherwise. This is known as discrimination and is against basic human rights. An employee should also be careful not to exhibit any bad feelings or negative behaviors such as harassment or bullying against anyone or group of colleagues.

◆ **Respect Company Property**

An employee should treat the company's property as his/her own property, with respect and care. Including not misusing the company's equipment or use it frivolously. Property can be a tangible material like desk and chairs or intangible like trademarks, copyright, and other property (information, reports, etc.) Employees should use them only to complete their job duties.

◆ **Professionalism**

An employee should be a professional. This means that an employee should:



Dress appropriately



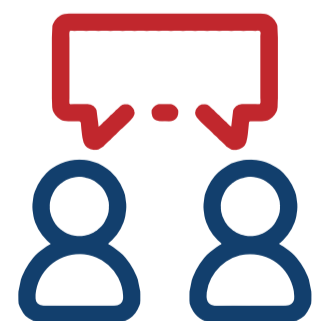
Take care of personal hygiene



Not to accept gifts from clients or partners



Fulfill job duties with integrity



Share information with colleagues



Ask appropriate questions & learn from senior colleagues



Follow standard working hours



Be punctual, attending meetings & activities on time



Be efficient, respect the work time and the time of colleagues



Be friendly and collaborative



Take ownership and pride in the job



Take responsibility for work product and behavior



**The American Chamber
of Commerce in Jordan**

ABOUT AMCHAM-JORDAN

A Leading Jordanian Association the American Chamber of Commerce in Jordan (AmCham-Jordan) is a voluntary not-for-profit member-based organization established in 1999.

With over 250 members from top Jordanian companies and U.S. companies operating in Jordan, AmCham-Jordan has been working for 20 years to contribute to Jordan's sustainable economic development through the promotion of Jordan-U.S. trade and investment relations, policy, advocacy, human resources development and business community outreach.

AmCham-Jordan is affiliated with the United States Chamber of Commerce in Washington, D.C. and is the 2020-2021 Chair of the AmCham MENA Regional Council.

To know more, visit us at: www.amcham.jo



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