



INTERNATIONAL DAY OF PEACE

CODE OF CONDUCT FOR A HEALTHY CLASSROOM



Show empathy



Support
each other



Keep calm



Solve conflicts
peacefully



PEACE DAY 31 JANUARY

Follow this advices to ges a
warm envlroment at work

**things not
to do**

vs

**things to
do**

X

**Don't
shout to
be right**

V

**Speak in
a calm
Tone**

X

**Hold a
gruje**

V

**Let go
and
forgive**

X

**Ignore
others**

V

**show
genuine
interest**

**"There's no way to peace, the
peace is the way." Mahatma
Gandhi**

BUILDING TOGETHER: OUR CODE OF CONDUCT FOR A HEALTHY WORKPLACE

MUTUAL RESPECT

We treat everyone with dignity, regardless of their role or background. We practice active listening and value diverse perspectives.



OPEN & CONSTRUCTIVE COMMUNICATION

We express ideas and concerns clearly and respectfully. We focus on finding solutions rather than placing blame, and we offer feedback to help each other grow.



COLLABORATION & TEAMWORK

We support our colleagues, share knowledge, and celebrate collective wins. We strive to create an environment where everyone feels they belong.



POSITIVE CONFLICT RESOLUTION

We address disagreements directly and with a problem-solving mindset. We seek common ground and, when necessary, ask for mediation.



INCLUSION & BELONGING

We value diversity in all its forms. We ensure everyone feels welcome, included, and safe from any form of discrimination or harassment.



PERSONAL ACCOUNTABILITY

Each of us is responsible for upholding this code. We lead by example and act with integrity in every interaction.



RESPECT EACH OTHER

- Treat everyone with courtesy.
- ✓ Be polite and considerate.
- ✓ Avoid gossip and offensive jokes.

COMMUNICATE OPENLY

- Listen and share ideas.
- ✓ Encourage feedback and active listening.
- ✓ Address issues constructively.



SUPPORT YOUR TEAM

- Help and encourage colleagues.
- ✓ Offer assistance and celebrate achievements.
- ✓ Be empathetic and generous.

BE INCLUSIVE

- Value diversity and collaboration.
- ✓ Include everyone in conversations and activities.
- ✓ Be mindful of different perspectives.



STAY POSITIVE

- Promote a positive attitude.
- ✓ Maintain a cheerful and optimistic outlook.
- ✓ Encourage and appreciate your coworkers.

RESOLVE CONFLICTS

- ✓ Discuss disagreements privately and respectfully.
- ✓ Find a fair and constructive solution.



Let's work together for a better and healthier workplace!



- Treat each other with kindness
- Foster a positive atmosphere
- Build strong, supportive relationships.

CODE OF CONDUCT FOR A HEALTHY WORKPLACE

Promoting Positive Relationships at Work

COMPANY

RESPECT EACH OTHER

Value diversity & be considerate.



COMMUNICATE OPENLY

Listen & share constructively.



SUPPORT YOUR COLLEAGUES

Offer help & encouragement.



MANAGE CONFLICTS

Address issues calmly.



PRACTICE EMPATHY

Understand others' perspectives.



MAINTAIN A POSITIVE ATTITUDE

Encourage a friendly atmosphere.



**TOGETHER, WE BUILD A SUPPORTIVE
AND HEALTHY WORK ENVIRONMENT!**



CODE of CONDUCT

FOR A HEALTHY WORKPLACE

Our Guidelines for a Positive Work Environment



Respect Each Other

Be courteous & considerate



Communicate Openly

Listen & share ideas



Support Your Team

Help & encourage others



Avoid Gossip

No rumors or negativity



Be Inclusive

Value diversity & collaboration



Manage Conflict

Resolve issues calmly



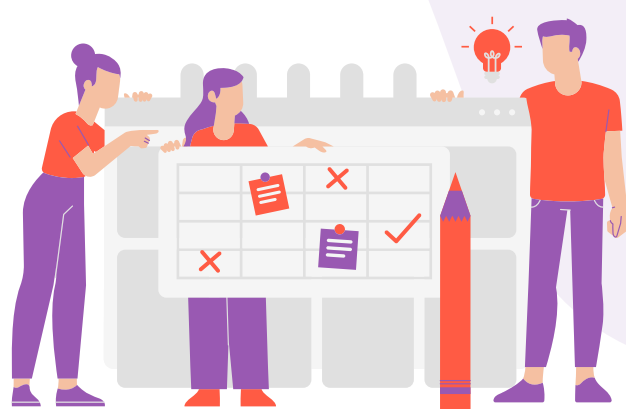
TOGETHER WE CREATE A BETTER WORKPLACE!



GOOD TEAMWORK

RESPECT ABOVE ALL

Treat everyone well and with empathy



CLEAR AND POSITIVE COMMUNICATION

I listen, speak and resolve with respect



TEAMWORK

I collaborate, support and value every effort



BALANCE AND COMFORT

I take care of the times, rest and emotional health



POSITIVE ATTITUDE

I provide a good atmosphere and avoid unnecessary conflicts



CODES OF CONDUCT TO PROMOTE A HEALTHY WORKING ENVIRONMENT

BY: LOLA SANTANA MORENO



Respect and Dignity

Treat all colleagues with courtesy, fostering a comfortable, safe and hostile-free environment.

Zero Tolerance for Bullying

Express prohibition of offensive behaviour, threats, sexual harassment, abuse of authority, intimidation or discrimination.

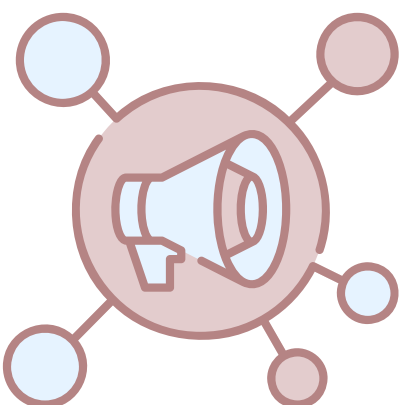


Health and Safety

Strict compliance with occupational risk prevention regulations to ensure physical and mental health.

Communication and Equality

Promotion of freedom of association.



Reporting Channels

Establishment of confidential and secure mechanisms for reporting breaches or inappropriate conduct.

Balance and Sustainability

Promoting an environment that encourages work-life balance.



CODE OF CONDUCT TO FOSTER A HEALTHY WORK ENVIRONMENT



1. MUTUAL RESPECT

Treat everyone with dignity, value differences, and listen actively.

2. CONSTRUCTIVE COMMUNICATION

Communicate clearly and respectfully, providing feedback that helps others improve.

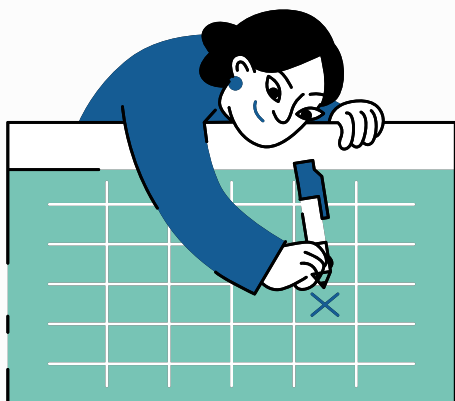
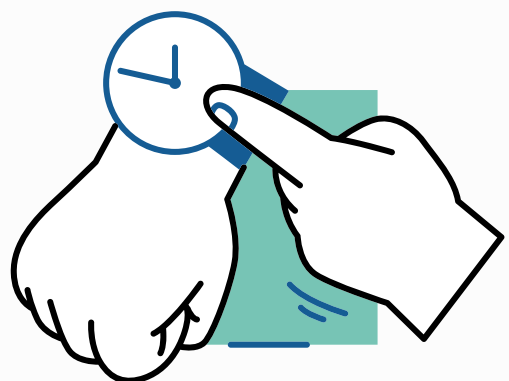


3. TEAMWORK

Collaborate, support colleagues, and share success as a team.

4. CONFLICT MANAGEMENT

Address disagreements through open dialogue and by seeking solutions.



5. INCLUSION

Promote an environment where everyone feels valued and free from discrimination or harassment.

6. RESPONSIBILITY

Be aware that your attitude and behavior impact the well-being of others in the workplace.



HEALTHY WORKPLACE RELATIONS CODE OF CONDUCT

Fostering Positive Connections & Mutual Respect



EMPATHY & UNDERSTANDING

- Listen Actively
- Respect Diverse Perspectives
- Offer Support



OPEN COMMUNICATION

- Speak Respectfully
- Give Constructive Feedback
- Share Ideas Freely



INCLUSION & EQUITY

- Value All Voices
- Promote Fair Treatment
- Oppose Discrimination



COLLABORATION & TRUST

- Work Together
- Keep Commitments
- Build Reliability

CODE of CONDUCT

A Healthy Workplace



RESPECT EACH OTHER

- Be kind and polite to everyone.
- Respect all coworkers.
- Do not use bad or offensive words.



COMMUNICATE OPENLY

- Speak clearly and calmly.
- Listen to different opinions.
- Share ideas in a respectful way.



BE SUPPORTIVE

- Help your coworkers when they need it.
- Say "thank you" and give positive feedback.
- Work as a team.



AVOID GOSSIP

- Do not spread rumors.
- Do not talk about others behind their backs.
- Focus on work and facts.



RESOLVE CONFLICTS

- Talk calmly when there is a problem.
- Listen to both sides.
- Find a simple solution together.



- WORK TOGETHER, GROW TOGETHER -

Let's work together to create a respectful and friendly workplace.



POSITIVE WORKING RELATIONSHIPS





CODE OF CONDUCT FOR A HEALTHY WORKPLACE

OUR MISSION:

Create a workplace where everyone feels respected, safe and valued.

GOOD PERSONAL RELATIONSHIPS



MUTUAL RESPECT:

- Treat everyone with kindness.
- Speak nicely and listen carefully.
- Respect different cultures.



CLEAR AND KIND COMMUNICATION:

- Speak in a friendly way
- Don't spread gossip or lies



UNACCEPTABLE BEHAVIOUR

HARASSMENT AND DISCRIMINATION:

- No harassment or discrimination
- Respect everyone's differences.

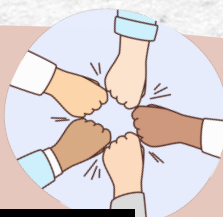


ABUSE OF POWER:

- Never use your job to scare or be unfair to others



TEAM WORK AND COOPERATION



- Work together as a team.
- Help each other.



BALANCE BETWEEN WORK AND HOME



- Respect everyone's work hours and breaks.



- Remember it's important to rest and enjoy time at home too.



SUPPORT AND REPORTING:

- Talk to someone if you see something wrong.
- We promise to listen and act fairly.



TOGETHER, WE CREATE A HEALTHY,
RESPECTFUL, AND POSITIVE WORKPLACE.



CODE OF CONDUCT

for a peaceful and healthy
workplace



Be kind



Listen to others



Support each other



Respect everyone



No bullying



Work together

Code of Conduct for a Healthy Workplace

Building Positive Employee Relationships



Respect

Treat all colleagues with dignity and fairness.

Communication



Use clear and constructive language.



Empathy

Listen and value different perspectives.

Zero Tolerance



No harassment or bullying.



Collaboration

Promote teamwork and support.

Responsibility



Handle conflicts professionally.



Our Commitment

* A healthy workplace starts with how we treat each other.

TEAMWORK CODE OF CONDUCT

A brief summary of the code of conduct for teamwork



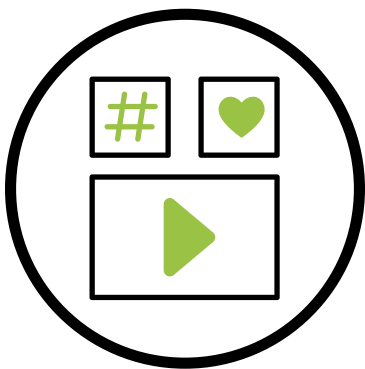
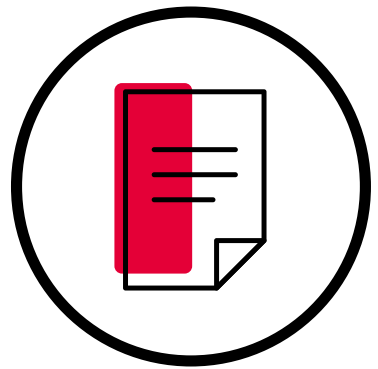
1 INTEGRITY

Act Honestly and ethically
Respect confidentiality
Follow team rules and agreement

2

RESPECT

Treat everyone with dignity
Listen actively
zero tolerance for discrimination or disrespect



3

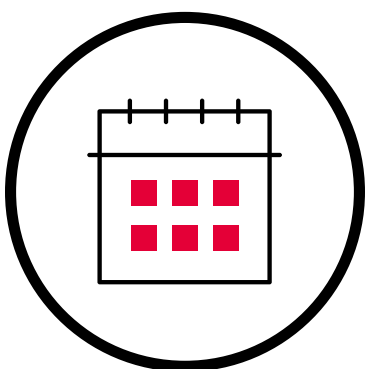
COMMUNICATION

Be clear, honest and transparent
Share information on time
Speak contructively, even in disagreement

4

COLLABORATION

Support one another
Share knowledge and help freely
Team success come first



5

CONFLICT RESOLUTION

Address issues calmly and directly
Focus on Solutions
Respect different respectives

6

INCLUSION

Everyone's voice matters
Encourage equal participation
Value diversity of ideas and skills



Alone we can do little; together we can do so much

CODE OF CONDUCT



SIGNIFICATION

A code of conduct for a healthy work environment is a set of ethical standards and guidelines that promotes mutual respect, safety and integrity.

PRINCIPLES

- Respect and Dignity.
- Zero Tolerance for Harassment and Violence.
- Non-Discrimination.
- Safety and Health.



RULES OF CONDUCT

- Professional Integrity.
- Respectful Communication.
- Conflict Management.
- Use of Resources.

IMPLEMENTATION

- Dissemination and Training.
- Continuous Review.
- Disciplinary Measures.



KEYS ELEMENTS

- Core values and principles.
- Conflict of interest.
- Confidentiality and data protection.
- Use of company assets.
- Anti-corruption and bribery..

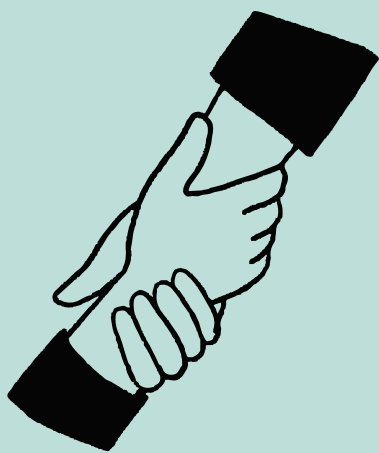
MONITORING

- Adapting to regulatory changes.
- Incident analysis and feedback.
- Cultural and strategic evolution.
- Communication of updates..
- Regular reviews.



CODE OF CONDUCT

A HEALTHY WORK ENVIRONMENT



MUTUAL RESPECT

- Avoid interrupting others while they are speaking and do not belittle other people's opinions.
- Respect personal space without invading their desk or physical space.
- Respect other people's time, arrive on time to meetings, and do not prolong discussions.
- Always listen to your colleagues and respond with appropriate and respectful words.

PUNCTUALITY

- **Show your commitment to the company and your respect for the work of others.**
- **Notify superiors of possible delays or absences.**

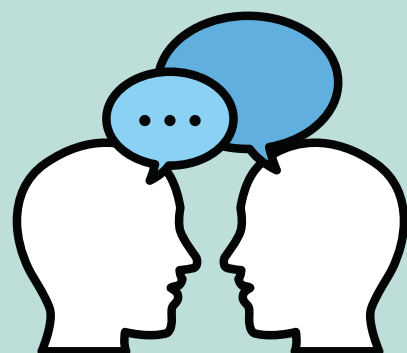


WORKSPACE CARE

- Avoid accumulating unnecessary documents or information in your workspace.
- Always keep the area ready to be used by others when needed.

COMMUNICATION

- Use clear and direct language that allows for good behavior and organization both in meetings and in emails.
- Avoid using an authoritative or disrespectful tone, as it will affect your relationship with colleagues and others.

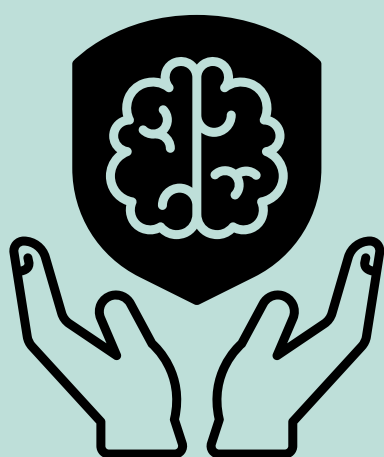


CONFIDENTIALITY

- Do not share confidential information, whether from the organization or from other employees.
- Do not discuss project details or internal decisions outside the office.
- Be concise and professional on social media.

BE PROACTIVE AT WORK AND COLLABORATE

- Share ideas to improve processes in the company or the dynamics of the team.
- Offer help and support when you see a colleague needs it.
- Anticipate all problems and offer solutions before they arise.



TAKING CARE OF EMOTIONAL WELL-BEING

- To offer support, understanding, and resources.
- Active listening and management of work-related stress.