

Company Policies

The Difinity Roadmap

The **Difinity Roadmap** is our guidebook for not just thriving but progressing as a team. Think of it as the secret recipe for keeping harmony, smashing goals, and maintaining sanity, all without sacrificing fun. From teamwork to trust-building, it lays down the law (in a friendly way) for how we work together, have each other's backs, and stay focused on the win. Because when the squad's in sync, we're unstoppable!

Message from Co-founder: Co-founder's Note: Moving Forward Together

Vision: Beyond the Horizon: Our Next Big Adventure

Our goal? To be the go-to tech experts and technology coaches for enterprises everywhere. We'd love to make their operations work smarter and smoother while keeping the planet happy. It's more like a superhero but with a laptop!

□ **Mission:** Mission Possible: Here's the Game Plan

We're here to be the digital tour guides for enterprises, helping them resolve their pain points and offering innovative solutions by understanding their requirements. We'll show them how to use cool tech to boost efficiency, agility, and creativity in a world that never stops changing!

Introduction to Our Company: Welcome to Our World: Where Ideas Take Flight!

Welcome to our digital pioneers' hub, where tech lovers and strategic thinkers come along to ignite a whirlwind of innovation! We're like your favourite band. We'll jam together to propel enterprises to new heights - no solo acts here, just harmonious collaboration, a sprinkle of good humour, and a splash of caffeine.

At our heart, we believe agility is the secret sauce for success. We're not just here to navigate the complex world of tech; we're your constant buddies, empowering you to harness innovation and explore new possibilities.

Here, titles don't matter - everyone is a guide, and we swap ideas like kids trading snacks! However, if you need any assistance in any matter, you have a mentor,

who's always ready to help. We've thrown out the boring corporate rulebook, reshaping what it means to be a business. As a born-digital company, we're all about harnessing technology to give enterprises a boost, letting humans unleash their creativity and tackle the big ideas instead of drowning in mundane tasks.

□ Innovation

Your 'crazy ideas' can become the next big thing. Where wild ideas meet real solutions, giving our team the space to turn 'what ifs' into 'heck yes!' □ Agility

We move like lightning in a thunderstorm, assisting our crew including the team, partners, and fellow adventurers to adapt and thrive in a world that changes as quickly as your favourite meme. □ Integrity

Like a trusty compass, we always point true north. We keep our promises and make sure every team member feels like a superstar! But it doesn't stop there; we also ensure that everyone connected to us - our partners, collaborators, and supporters - gets a taste of the virtue we live by. We strive to sprinkle a little magic in all our services, delivering value that's as reliable as your morning coffee. □ Sustainability

Our commitment to the planet is as strong as our morning coffee. We're all about going green, making our workplace eco-friendly while keeping our ideas fresh and our planet happy!

□ People-Centric

Our secret ingredient to success is our incredible team. We focus on our people, creating an environment where every voice matters. With us, collaboration feels like a celebration!

Difinity Digital's value-centric approach is like the magic ingredient in our recipe for success. Our core values are the guiding stars of our galaxy, ensuring that every action taken by our team boosts the stakes for our partners and collaborators. We believe in serving up extra warmth and care to our co-workers and clients, treating them like family. And we can't forget the globe - it's part of our team too, because who doesn't want to be a good global citizen while we're making things happen?

Code of Conduct: Strategies for Sustaining Our Growth Journey/ How to Keep the Thriving Vibes Alive?

Welcome to our Play Nice Policy, where we set the stage for a fun and friendly workplace! Here, we value good vibes and want to make sure everyone knows what's expected when it comes to actions towards teammates, clients, stakeholders, and our fabulous organization.

We believe in freedom of expression and open communication, but we also need everyone to keep it friendly. Please avoid arguments or conflicts, there is no need for heated discussions in the break room. Let's focus on having fun and open conversations.

Together, let's create a respectful, organized, and collaborative environment where every day feels like a fun get-together with friends - while we also brainstorm some disruptive solutions for our clients. After all, happy teammates are the secret sauce to our success, and a sprinkle of humour never hurts.

Whom Should You Report To?: Who's Got Your Back? / Your Go-To Person :

When it comes to keeping things smooth and stress-free, HR is your go-to crew. Whether you've got a question, a concern, or just need to know if you can really wear those sneakers to work, the HR team is here to help!

Got a problem? Need advice? Want to navigate a tricky situation? Our HR has your back! They are not just the keeper of policies and paperwork; they are your friendly colleague network, ready to assist with anything from workplace quirks to career questions.

So, if you're ever wondering, "Who do I talk to about this?" - HR is the place to start. Think of them as your work-life GPS: here to point you in the right direction and make sure your journey with us is as smooth (and fun) as possible!

Make Ethical Decisions: Do What's Right

Here at Dfinity Digital, values are more than just words on a poster. They're the compass that guides every decision we make. Whether you're deciding how to handle a tricky project or doubtful about who gets the last slice of the cake on birthdays, our values will help point you in the right direction.

Responsibility is key. If you make a call, you own it. But don't worry, we're all human. The key is to act ethically, even when no one's watching. However, when in doubt, always ask yourself: Is this the ethical choice? If the answer is no, it's time for a rethink!

Ethical decisions aren't just a corporate buzzword. They're what keep our workplace running smoothly and with integrity. So, before you make a call, make sure your

moral compass is pointing in the right direction. After all, we're all here to make responsible decisions, so keep the drama out of it!

Compliance with law: Play by the Rules

Alright, folks, here's the deal: we need all hands-on deck when it comes to protecting our company's legal standing. That means no bending the rules, no loophole gymnastics, and absolutely no "I didn't know that was illegal" moments. It's simple: follow the law, and we'll all stay out of those awkward moments.

Whether you're building solutions for your clients, drafting contracts, making partnerships, navigating environmental standards, safety regulations, or fair dealing laws, stick to the law like glue. We believe in it. We expect everyone to stay sharp and responsible when handling our finances, services, solutions, partnerships, and public image.

So, next time you're you are representing the organization for any stakeholders, remember, that doing it the right way isn't just legal, it's legendary. Let's keep things ethical, responsible, and most importantly - legal. Because being law-abiding is not just cool - it's the way we roll.

Confidentiality: What Happens Here, Stays Here

Attention Team! Here's something super important: confidentiality! All information about our company, teams, and clients is like gold - valuable and should be kept under lock and key. Think of it as our own little secret club, where the password is discretion, and should guard our secrets with the utmost care.

Every piece of information you come across - be it company plans, client details, or that juicy bit of chatter you overheard in the break room - should be treated like a top-secret recipe. Remember, what happens in the office stays in the office!

Respect in the workplace: Keep it Classy, Keep it Respectful

Difinity Digital is all about respect, and that means no room for bad behavior. Treat your colleagues like the fantastic humans they are - no discrimination, no harassment, and definitely, no victimization.

We've got an Equal Opportunity Policy that's not just for show; it's the real deal. Whether it's recruitment, performance evaluations, or just grabbing a coffee, treat everyone with fairness and kindness. Because, frankly, nobody has time for jerks.

Let's make sure this workplace stays inclusive, respectful, and conflict-free. The world's got enough problems - let's not add to the list!

Similarly, embracing each other's traits is essential in our workplace. After all, we're not just a team - we're a wonderfully diverse group of characters! When we accept people for who they are, we create an environment where everyone feels valued and appreciated. By helping each other shine, we unlock potential we didn't even know existed. So, let's celebrate our differences and bring out the best in each other - it's much more fun than trying to fit everyone into the same mold!

Disciplinary Consequences: Actions Have Reactions

Hello, everyone! It's time to emphasize the importance of following our policies and procedures. These guidelines help us maintain a respectful and professional workplace. Discrimination is not tolerated, and any violations will result in disciplinary measures.

If you accidentally offend a coworker, a gentle reminder may be all that's needed to get back on track. But for more serious offenses, such as harassment, the consequences will be much more severe, potentially leading to demotion or termination. Let's work together to ensure we uphold our business decorum and foster a culture of respect and professionalism!

Workplace Harassment:

At Difinity Digital, we take a firm stance against all forms of harassment! We believe in professionalism and respect, and that means saying a big "NO" to behaviours like sexual harassment, verbal harassment, bullying, discrimination, and any kind of physical or mental harassment.

Remember that we're not just coworkers; we're teammates on this journey together. That means we keep it friendly, supportive, and, most importantly, respectful. Whether it's the cringe-worthy comment, the unnecessary elbow in the break room, or the not-so-subtle eye roll during meetings, we've got zero tolerance for any antics that make others uncomfortable.

If you find yourself tempted to engage in any of these behaviours, remember: the door to the No-Dispute Zone is always open for a graceful exit! Let's keep our workplace a positive and enjoyable environment for everyone. So, let's focus on collaboration, kindness, and, most importantly, a complete lack of drama!

Protection of Company Property: Mission: Protect Our Stuff

Ok, guys, now it's time for some serious chat about something super important: Protecting Our Stuff - and by "stuff," we mean everything from the shiny staplers to the top-secret reports!

- The Equipment Etiquette

Our equipment is here to aid your noble quests, not to be used as props for your next epic failure video. So, let's avoid misusing or frivolously using it. We love your creativity but treating it like a toy will only lead to sorrow (and possibly a firm talking to from management)!

- Guardians of the Intangible

Our trademarks and copyrights are like enchanted artifacts - powerful and not to be played with! Use them wisely and only for their intended purpose, like completing your job duties. Remember, using our branding inappropriately could unleash the fury of the legal dragons!

- Protectors of the Realm

Let's keep our castle (a.k.a. office) safe from damage and vandalism. If you spot a useless paperclip or a coffee spill threatening our kingdom, rise and protect our empire! No need for swords - just a keen eye and a sense of responsibility will do!

Remember, friends: treating our company's property with respect isn't just a policy. It's part of what makes our workplace great. So, let's keep it classy, keep it safe, and keep our office the amazing place we all love!

Working Hours: Busy Bee Hours

Think of our working hours as your personal 'Achievement Arena.' At Dfinity Digital, your day kicks off at 9 AM sharp and wraps up by 6 PM. Whether you're in-office or working remotely in your favourite PJs! Yes, even on WFH days, we're all about that 9 AM sign-in show.

During the Busy Bee Hours (a.k.a. 9 AM - 6 PM), we're all about balancing fun with focus, turning tasks into achievements, and making the most of every minute. So, grab your coffee, stretch those muscles, and let's make things happen!

Professionalism: Proficiency in Practice

We at Dfinity Digital prioritize integrity and professionalism - without losing our sense of fun! Here's how to uphold integrity and professionalism while keeping things lighthearted and fun.

- Dress for Success, not for Netflix

Looking good is part of the game! Everyone must adhere to our dress code and personal appearance guidelines. Let's leave the sweatpants for lazy Sundays and show up looking sharp - whether you're in the office or working from home or at our client's place. Remember, you never know when a surprise Teams call might happen, so wear your best unless you want to be the topic of the office's breaking news.

- The Time Travelers

Punctuality is our secret weapon! One should stick to their schedule. We get it - now and then, time plays tricks on us. Just keep the tardiness to a minimum; nobody wants to be the latecomer to the party! □ Focus on the Quest at Hand

While we understand that the outside world can be tempting, all team members are expected to concentrate their energy on Dfinity Digital during working hours. Your time here is precious, so let's make every minute count and save the other adventures for after 6 PM!

- Keep It Clear, Keep It Responsible

We want your brain power focused on the job, not wandering into side gigs or personal projects. Avoid any personal, financial, or other distractions that could affect your ability to do your best work. If it's something that makes you think more about weekend getaways than work deadlines, it's a no-go. Let's stay sharp and make sure our priorities are right where they belong - on the task at hand!

- The Day-Off Adventure

Planning a getaway or just need a breather? Be sure to give a heads-up and report your leave requests in advance! Give your mentor a heads-up at least a week ahead for earned leaves. Sick? Let us know before the workday begins. □ The Magic of Teamwork

At Dfinity Digital, we believe in the noble art of fulfilling job duties with integrity and respect. Think of it as a magical quest where every one of us plays a vital role! Mentors - wield your authority wisely; we trust you to delegate tasks to your team based on their unique powers and current workloads. And team members, remember - following your leader's instructions is like following the map in a treasure hunt, essential for finding success! And don't forget mentoring is the spell that turns good teams into great ones!

- Teamwork Makes the Dream Work

We're all about teamwork here - like a superhero squad! Be friendly, and supportive, and keep disruptions to a minimum. Let's lift each other up and make the workplace a fun place to be!

- The Open Lines

Keep those lines of communication open! Chat with your colleagues and mentors freely. And if snacks happen to be involved, even better! Who doesn't love a good treat?

- A Clean Space is a Happy Place

Just like a wizard needs a clean wand, you need a tidy desk! Everyone is expected to be in clean attire and keep their workspaces spotless. A clean desk means a clear mind, and nobody wants to battle distractions in a messy kingdom! □ Lost & Found: Seek and You Shall Find

If you happen to lose any personal belongings, like that magical mug you can't live without, report it to the admin team. They'll help you on your quest to recover your lost treasures. No need for spells, just a good old-fashioned report! Similarly, if you find something that doesn't belong to you, don't just keep it! Make sure to report the same to the admin team. Remember, finding something can be exciting, but it's best to return it to its rightful owner. Let's keep our office honest and clutter-free!

- No Gifts, Please!

In our kingdom, we prohibit accepting gifts from or to clients and other stakeholders. We take pride in our ethical standards, so let's keep our dealings transparent and avoid any bribery. Let's keep our ethics as clean as our desks and our intentions as clear as a crystal ball.

- Benefits: Use Wisely

We love offering benefits, but please don't binge on them! Treat perks like gold and enjoy time off and all other benefits judiciously. □ The Guide to Workplace Magic

Read and follow our company policies, they're your magical guide! If you have questions, don't hesitate to reach out to your Mentor or HR. They'll help you navigate this wonderful workplace!

Being professional, we're all about keeping our minds as clear as our intentions. It's necessary to follow all the listed/unlisted standards to maintain professional decorum at the firm. Any violations may lead to strict disciplinary actions.

Disciplinary actions:

Nobody's perfect. Sometimes, we all take a wrong turn, but if an employee repeatedly or intentionally veers off the road from our code of conduct, we may need to step in with a little course correction. Here's what could happen:

- Verbal Warning
- Written Warning
- Dismissal
- Recovery of Financial loss, if any, suffered by the firm

And for extreme cases like corruption or theft, legal action may come into play. Let's stick to the rules, so we can keep the good vibes flowing!