

# **Employee Code of Conduct**

## **Ethical Standards**

Integrity forms the foundation of TechCorp Solutions' culture. We conduct business with honesty, transparency, and ethical behavior in all interactions with customers, partners, competitors, and each other.

Employees are expected to make decisions that benefit the company while considering the impact on stakeholders. Conflicts of interest must be disclosed and managed appropriately.

Our commitment to ethics extends beyond legal requirements. We strive to do what is right, even when it's not required by law.

## **Respect and Inclusion**

Respect for individual dignity is fundamental to our workplace. We value diversity and create an inclusive environment where everyone feels welcome and valued.

Harassment, discrimination, and bullying are strictly prohibited. All employees have the right to work in an environment free from intimidation and hostility.

We celebrate differences and leverage diverse perspectives to drive innovation and better decision-making.

## **Professional Conduct**

Professional behavior is expected in all business and social interactions. Appropriate language, attire, and conduct maintain our professional reputation.

Confidentiality is essential. Sensitive company and client information must be protected and shared only on a need-to-know basis.

Competitive behavior should be ethical and fair. We compete vigorously but maintain integrity in all business dealings.

## **Compliance and Legal**

Compliance with laws and regulations is mandatory. Employees must understand and follow applicable laws in their areas of work.

Anti-corruption policies prohibit bribery, kickbacks, and other corrupt practices. Gifts and entertainment must be modest and appropriate.

Reporting concerns is encouraged. Anonymous reporting channels are available for concerns about unethical behavior or policy violations.

## **Data and Information**

Responsible handling of data is critical. Personal information, intellectual property, and sensitive data must be protected and used appropriately.

Information security includes protecting against unauthorized access, viruses, and data breaches. Employees receive regular security training.

Social media use should be professional and not damage company reputation. Personal opinions should be clearly identified as such.

## **Environmental Responsibility**

We are committed to environmental sustainability. Employees are encouraged to reduce waste, conserve energy, and support green initiatives.

Sustainable practices include recycling, reducing paper use, and choosing environmentally friendly options when available.

Our environmental commitment extends to our supply chain and business partners.

## **Community Engagement**

Community involvement strengthens our reputation and supports social good. Employees are encouraged to participate in volunteer activities.

Company-sponsored community programs provide opportunities for employees to contribute to local communities and causes.

Philanthropic activities align with our values and support education, technology access, and community development.