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**PixelProofy Company Policy**

**1. Introduction**

Welcome to PixelProofy, a leading innovator in deepfake detection and media verification. Our mission is to safeguard the integrity of digital information and empower trust in an increasingly complex media landscape. This policy document serves as a guide for all PixelProofy employees, outlining our expectations, responsibilities, and the principles that govern our workplace. We are committed to fostering a positive, inclusive, and productive environment where every team member can thrive. This document, along with the Employee Handbook, constitutes the complete set of company policies. In case of conflict, the most recent version of the policy document prevails.

**2. Code of Conduct**

Integrity, professionalism, and ethical conduct are the cornerstones of PixelProofy's culture. Every employee is expected to adhere to the following principles:

*Confidentiality:*

Protecting sensitive information is paramount. Employees must maintain the confidentiality of company data, user information, algorithms, source code, intellectual property, trade secrets, business plans, financial data, and any other non-public information. This obligation extends beyond the termination of employment. Discussing confidential information with unauthorized individuals, including family and friends, is strictly prohibited.

*Ethical AI:*

PixelProofy is committed to the ethical development and deployment of AI technologies. Employees must adhere to principles of fairness, transparency, accountability, and respect for privacy. Developing or deploying AI systems for malicious purposes, including but not limited to creating or disseminating deepfakes for deceptive purposes, is strictly forbidden and will result in immediate termination. Employees must be mindful of the potential societal impact of their work and strive to use their skills for good.

*Conflicts of Interest:*

Employees must avoid any situation that creates or appears to create a conflict of interest. This includes personal investments in competitor companies, accepting gifts or favors from vendors or clients (beyond nominal value), engaging in outside employment that could compromise duties at PixelProofy, or using company resources for personal gain. Any potential conflict of interest, real or perceived, must be disclosed to your manager immediately.

*Respect and Inclusivity:*

PixelProofy values diversity and inclusion. We are committed to creating a workplace free from harassment and discrimination of any kind. All employees are expected to treat colleagues, customers, partners, and the public with respect, courtesy, and inclusivity, regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other protected characteristic. Harassment, including verbal, physical, or online harassment, will not be tolerated. \*

*Legal Compliance:*

Employees must comply with all applicable local, state, and federal laws, regulations, and industry standards. This includes laws related to data privacy, intellectual property, employment, and workplace safety. \*

*Responsible Use of Resources:*

Company resources, including equipment, software, time, and intellectual property, must be used responsibly and for authorized purposes only. Personal use of company resources should be minimal and must not interfere with work duties.

*Professional Communication:*

All communication, both internal and external, must be professional, respectful, and accurate. Avoid using offensive language, making disparaging remarks, or sharing confidential information in any communication. \*\*3. Workplace Expectations\*\* \*

*Remote & Hybrid Work:*

PixelProofy supports flexible work arrangements, including remote and hybrid work. Specific work arrangements will be determined by department heads and are subject to change based on business needs. Employees working remotely must maintain a suitable workspace, ensure reliable internet connectivity, and adhere to all company policies regarding security and data privacy. Remote employees are expected to be available for meetings and communication during core business hours.

*Work Hours:*

The standard workweek is 40 hours. Flexible scheduling is possible with team and manager approval, but core collaboration hours may be required. Overtime may be required on occasion and will be compensated according to applicable laws. Accurate time tracking is mandatory for all employees.

*Dress Code:*

Business casual is the standard dress code. Appropriate attire is expected for on-site client meetings, conferences, and special events. Common sense and professional judgment should guide dress choices.

*Communication:*

Open and timely communication is essential. Employees are expected to utilize company communication channels effectively, respond promptly to inquiries, and keep their managers informed of their work progress.

*Performance Expectations:*

Employees are expected to meet the performance expectations outlined in their job descriptions and performance reviews. Regular feedback will be provided by managers to support employee growth and development.

**4. Employee Benefits**

PixelProofy offers a comprehensive benefits package to eligible employees, including:

*Health Insurance:*

Medical, dental, and vision coverage for employees and eligible dependents. Details regarding plan options, premiums, and coverage are available from HR.

*Retirement Plans:*

401(k) plan with company matching contributions. Eligibility requirements and vesting schedules apply.

*Paid Time Off (PTO):*

Accrued PTO based on tenure and position, plus paid holidays. Specific details regarding accrual rates, usage, and carryover policies are outlined in the Employee Handbook.

*Wellness Programs:*

Access to mental health resources, fitness stipends, wellness workshops, and an Employee Assistance Program (EAP).

**5. Security & Data Privacy Policies**

Protecting company data and user privacy is of utmost importance. Employees must:

*Secure Authentication:*

Use strong, unique passwords and multi-factor authentication when accessing company systems. Do not share passwords with anyone.

*Device Security:*

Ensure all devices (company-issued or personal) used for company business comply with IT security policies, including up-to-date antivirus software, operating system updates, data encryption, and mobile device management (MDM) software if required.

*Data Handling:*

Handle sensitive data with care and follow established data protection procedures. Data should be classified according to sensitivity levels, and access should be granted on a need-to-know basis. Do not store sensitive data on personal devices or unsecured networks.

*Incident Reporting:*

Immediately report any suspected security incidents, data breaches, phishing attempts, or policy violations to the IT department and your manager. Do not attempt to resolve security issues on your own.

*Social Media:*

Be mindful of information shared on social media platforms. Avoid posting anything that could reflect negatively on PixelProofy, compromise company confidentiality, or violate data privacy regulations. Do not discuss company business or disclose confidential information on social media.

*Clean Desk Policy:*

Maintain a clean and organized workspace, especially when handling sensitive information. Secure confidential documents and lock computer screens when leaving your desk unattended.

**6. Training & Professional Development**

PixelProofy invests in employee growth and provides opportunities for continuous learning:

*Mandatory Training:*

All employees are required to complete training on AI ethics, data privacy, security awareness, anti-discrimination, and company policies. This training may be provided upon hire and periodically thereafter.

*Professional Development:*

PixelProofy encourages employees to enhance their skills and knowledge. Opportunities for professional development, including conferences, workshops, online courses, and certifications, are available. Requests for funding should be discussed with your manager and require approval from HR.

*Tuition Reimbursement:*

Tuition reimbursement may be available for job-related courses or degree programs with prior approval from your manager and HR. Specific eligibility criteria and reimbursement limits apply.

**7. Equal Opportunity & Anti-Discrimination Policy**

PixelProofy is an equal-opportunity employer and is committed to creating a diverse and inclusive workplace. We prohibit discrimination, harassment, and retaliation based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other protected characteristic. We are committed to providing reasonable accommodations for employees with disabilities.

**8. Employment Termination Policy**

*Voluntary Resignation:*

Employees must provide a two-week written notice of their intention to resign. A longer notice period may be required for certain positions. \*

*Involuntary Termination:*

Termination may occur for cause, including but not limited to violations of company policy, unsatisfactory performance, misconduct, or economic reasons. Employees will be provided with written notice of termination. \*

*Severance:*

Severance packages may be offered based on tenure, position, and circumstances of termination. The terms of any severance package will be outlined in a separate agreement.

**9. Compliance & Reporting**

Employees are responsible for adhering to all company policies and applicable laws. Any violations or concerns, including but not limited to ethical breaches, security incidents, discrimination, or harassment, should be reported immediately to your manager, the HR department, or the compliance officer. PixelProofy has a non-retaliation policy, and any employee who reports concerns in good faith will be protected from retaliation. A confidential reporting hotline may also be available.

**10. Intellectual Property**

All work created by employees during their employment at PixelProofy, including code, algorithms, designs, inventions, and documentation, is the exclusive property of PixelProofy. Employees assign all rights, title, and interest in such intellectual property to PixelProofy.