## **Welcome to Prezlab’s Code of Conduct - our ethos! We are here to ensure a C**ollaborative**, O**ptimistic**, N**urturing**, D**ynamic**, U**nifying**, C**reative**, and T**rustworthy **workplace for everyone. Let's break it down:**

### All things Prezlab

* **PrezPlaybook:**Be familiar with and adhere to PrezLab’s policies and procedures. This is your guide to navigate our culture, expectations, and operational standards.

### Our Relationship is based on:

* **Respect:**  
  Treat everyone with respect. Embrace the diverse backgrounds, perspectives, and experiences that each person brings to the table.
* **Privacy and Freedom:**  
  Celebrate freedom of expression while respecting everyone’s privacy in all communication, feedback, and personal belongings.
* **Tolerance and Impartiality:**  
  Speak and act without discrimination. We cherish diversity, including age, disability, orientation, class, ethnicity, race, color, faith, and marital status.
* **No Discrimination, Harassment, Violence & Aggression:**Prezlab has zero tolerance for discrimination, harassment, violence, or aggression. Always strive to create a safe and inclusive environment for everyone.
* **Teaching and Learning:**Share your knowledge and skills with your colleagues and be open to learning from them. We grow stronger together.
* **The Right Work Mindset:**  
  Carry out your duties with integrity, care, and diligence. Approach your work and colleagues with a positive attitude, a spirit of collaboration, and a commitment to excellence.
* **No Political & Religious Discussions:**  
  We are all respectful and considerate of differing viewpoints. However, we do not discuss sensitive topics at work to avoid disrupting workplace harmony.
* **Diversity, Equity, and Inclusion (DEI)**

Prezlab’s belief is where diversity thrives, equity is prioritized, and inclusion is a core value. We believe that a diverse and empowered team drives innovation and excellence.

Non-Discrimination: We provide equal opportunities for all, regardless of gender, age, ethnicity, nationality, disability, sexual orientation, religion, or any other characteristic protected by law. We are committed to ensuring accessibility and inclusion for all different needs, including but not limited to Persons with Disabilities (PwD), through equitable policies and workplace adaptations.

Zero-Tolerance for Harassment: We strictly prohibit all forms of harassment, whether verbal, physical, or digital. We have a clear reporting process and grievance mechanism that ensures that every concern is addressed promptly and confidentially.

Accountability: We continuously evaluate our workplace practices to eliminate bias, promote equity, and ensure a culture of respect and belonging for all team members.

### When in the PrezOffices:

* **Dress Code:**  
  We embrace individuality in style, and comfort. There’s no strict dress code, but ensure your attire is modest, appropriate and decent for the office and any business meetings.
* **Hygiene & Cleanliness:**  
  Take reasonable steps to ensure the health and hygiene of yourself and your colleagues. To provide a conducive work environment and ensure the highest level of cleanliness, we have scheduled and regular cleaning sessions focusing on all office facilities, with particular attention to high-traffic areas. We also conduct periodic inspections by our team to ensure the cleanliness of all facilities and immediate addressing of any issues.  
    
  A clean workspace is a safe workplace, a safe workplace is a productive and happy workspace!
* **Health & Safety**We have a set procedure for evacuations and general emergency requirements. Familiarize yourself with emergency exits, and we will take care of the rest.
* **Facilities and Items:**  
  Treat office facilities and items with care.  
    
  Clean up after yourself and report any damages or issues to the relevant team.  
    
  Be gentle with those chairs—no scraping against the wall and refrain from placing your feet on the chairs.  
    
  Do not throw items in the bin from a distance which leads to stains on the wall.
* **Food, beverages, and the kitchen (AKA the Common Room):**  
  Craving a snack or a cup of something delicious? Head over to the kitchen, where you'll find a delightful selection of tea, coffee, and milk. We’ve stocked up fridges, microwaves, toasters, and coffee machines just for you! Remember, laptops and work stay out of the kitchen—let’s keep it a chill zone for munching and mingling. And hey, be a kitchen hero by cleaning up any crumbs or spills after you’re done.
* **Smoking:**  
  Smoking, including using IQOS and vaping, is strictly prohibited within the complex. This includes the staircases, inside the elevators, and all other interior facilities. If you do need to smoke, do so only outside the building. In cases of exceptions, for instance for non fasting members during the holy month of Ramadan, the team will be informed via the relevant communication channels.
* **Assets:**  
  Use company assets responsibly and ensure they remain in good condition. This includes everything from office equipment to digital resources.
* **During Ramadan**During Ramadan, a period marked by spiritual introspection, devotion and inclusivity, we all strive to ensure support for every member of our team. As we embrace the sacred time every year, we maintain an environment that caters to diverse needs; so we designate our common rooms - AKA kitchens - as exclusive spaces for non-fasting team members to partake in meals and refreshments while keeping the doors closed. Food and drinks are not to be consumed in any other rooms, hallways, or office desks. By doing so, we hope to create a welcoming space where everyone feels comfortable and respected during this holy month. Laptops and working in common areas are not permitted.
* **Take Care of the Environment**Contribute to sustainability by recycling, reducing waste, and conserving energy by turning off lights and air conditioning when leaving a room.

### Our Digital Conduct - Shielding Our Hippocampus

* **Data Security & Confidentiality:**  
  Maintain work data security and confidentiality. Protect sensitive information and respect privacy. As part of our Non-Disclosure Agreement with all clients and PrezMembers, protection of confidential company information is a priority, as well as nonpublic information entrusted to PrezLab by PrezMembers, clients, and other business partners. Confidential and proprietary information includes such things as pricing and financial data, client/PrezMembers names/addresses or nonpublic information about other companies, including current or potential suppliers and vendors, the request files, design files, client communication, and anything of that sort.

We do not disclose confidential and nonpublic information without a valid business purpose and proper authorization. This also applies to social media.

* **Safe IT Habits:**
  + Use strong, unique passwords and change them regularly.
  + Always lock your computer when stepping away from your workstation.
  + Be cautious of phishing attempts; verify before you click.
  + Share sensitive information only with authorized team members.
  + Use secure channels for communication and data transfer. Do not use Wetransfer!
  + Always take the laptop with you and don’t leave it in the office unattended
  + Do not put sensitive data on ChatGPT
  + Do not exchange laptops, screens or any other devices
  + Do not take pictures of sensitive data and post on social media
  + Do not use the laptop for personal stuff, and sketchy untrusted websites
* **Gear Maintenance**
  + Shut down the laptop daily (or at least every other day)​
  + Split saving files on C, D,E Drive (if unsure, please reach out to IT Support)​
  + Avoid opening too many unneeded tabs​
  + Ensure a weekly Disk Clean-up​
  + Disable some automatic unneeded Start-up Apps by going to Task Manager → Start-up → Disable.​
  + Do not share large attachments over MS Teams. Alternatively, share them via email or on G-Drive.​

### The One Where You Are…

* **In a Disagreement**

Take a breather: Give yourself a moment to calm down and collect your thoughts.

Have a chat: Invite the other person for a coffee or a walk to talk things through calmly.

Find common ground: Focus on what you both agree on and work toward a solution.

Reach out: If things are still tense, let the People & Culture (P&C) department know.

* **Having a hard time understanding something**

Break it down: Tackle information in smaller parts to make it more digestible.

Ask a fellow Prez.mate: Reach out to someone who’s knowledgeable and willing to help.

Use the tools: Explore available software or resources that can simplify complex ideas.

Request training: If you need more help, ask about additional training materials.

* **Need to unwind**  
  Take a break: Step away from your desk and enjoy some downtime in our common rooms.

Grab a book: We have a bookshelf near the entrance with a lot of interesting reads.

Refuel: Have some lunch or snacks to energize your mind and body.

* **Got a new idea**

Share It Boldly: Present your idea to the team with confidence.

Seek Feedback: Gather input from everyone to refine and improve your concept.

* **Noticed something wrong**

Assess the situation: Take note of what’s happening and decide if it’s a one-off event or a recurring issue.

Address directly (if comfortable): If you’re comfortable, have a friendly, private chat with the person about what happened.

Let the People & Culture department know: If the issue doesn’t stop or you’re not comfortable addressing it, inform the P&C team to find the best way forward.

* **Want to contribute to the culture**  
  Get Involved: Join our social committee to propose new initiatives.

Share Skills: Offer skill-swaps with a team member you’d like to learn from.

Lead by Example: Encourage your team to join our events and foster a positive work environment.

* **Wondering about your performance and your next step**Never shy away from asking your line manager.  
    
  Participate in regular performance reviews and feedback sessions.

Take advantage of training and professional development opportunities.

### Moonlighting

* Moonlighting refers to working on other professional, paid jobs outside of your role at Prezlab. There are one-time gigs, side projects, or opportunities that can help you grow and make life more interesting. We want to support that. However, we need to ensure that professional endeavors outside of Prezlab don't:

1. Create conflicts of interest

2. Impact your time

3. Affect your dedication

4. Compromise your performance at work

Familirize yourself with Prezlab’s Moonlighting guide.

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