

Company Ethics and Code of Conduct Policy

1. All employees must maintain the highest standards of professional integrity and ethical behavior.
2. Discrimination based on race, gender, age, religion, or disability is strictly prohibited.
3. Employees must avoid conflicts of interest and disclose any potential conflicts to their supervisor.
4. Confidential information about the company, clients, and colleagues must be kept strictly confidential.
5. Bribery, corruption, and any form of unethical business practices are not tolerated.
6. Employees must report any violations of this code to their immediate supervisor or HR department.
7. The company maintains a zero-tolerance policy for harassment in any form.
8. All employees must follow proper documentation and record-keeping procedures.
9. Gifts and entertainment must be reported and approved by management.
10. Regular ethics training sessions are mandatory for all employees.