

# **Employee Policy Document**

## **Code of Conduct**

- Be respectful and professional in all interactions.
- Protect company property and report damages.
- Arrive on time and meet deadlines.

## **Data Privacy**

- Keep company data confidential.
- Use authorized tools for data handling.
- Report breaches or suspicious activity immediately.

## **Teamwork**

- Collaborate with colleagues and support team goals.
- Respect different opinions and resolve conflicts respectfully.

## **Disciplinary Action**

- Failure to follow these policies may result in warnings, suspension, or termination.