# Workplace Ethics

At Useready, we uphold the highest standards of ethical behavior in the workplace. All employees are expected to demonstrate professionalism, respect, and fairness in their daily interactions. Below are our guidelines:

Professional Behavior: Employees are required to conduct themselves in a professional manner at all times. This includes punctuality, accountability for tasks, and respectful communication. Disruptive behavior, including offensive language, gossip, or any actions that disturb the workplace, will not be tolerated.

Respect for Colleagues: We foster a culture of mutual respect at Useready. Employees are expected to value the opinions, work, and individuality of their colleagues. Any form of disrespectful behavior, including personal attacks or belittling, will be addressed immediately.

Anti-Discrimination: Useready has a strict non-discrimination policy. Discrimination based on race, gender, age, religion, disability, or sexual orientation is strictly prohibited. Any incidents of discriminatory behavior should be reported to HR immediately for appropriate action.

# Integrity and Transparency

Integrity and transparency are key values at Useready. We expect all employees to maintain honesty in their work and interactions, avoiding any conflicts of interest.

Honesty in Dealings: Employees must act honestly and in good faith when dealing with clients, partners, and colleagues. Any falsification of information, misleading communication, or withholding relevant details will be subject to disciplinary action.

Conflict of Interest: Employees must avoid situations where personal interests may conflict with Useready's objectives. If any potential conflict arises (e.g., working with a competitor, financial investments in related businesses), it should be disclosed to HR or the legal department immediately.

Transparent Communication: Employees are encouraged to practice open and transparent communication. Misrepresentation or withholding information from colleagues, managers, or clients is against company policy. Transparency builds trust and ensures smooth operations across all teams.

# Data Privacy and Security

As a company in the IT, data science, and generative AI fields, Useready takes data privacy and security very seriously. All employees are required to follow the guidelines below:

Confidentiality of Data: Employees are responsible for maintaining the confidentiality of all internal, client, and personal data. Sensitive information must never be shared without proper authorization. Any breach or suspected breach of data security must be reported immediately to the IT security team.

Client Data Security: Client data must be stored and handled with the utmost care. Employees should use secure networks and encrypted communication channels to prevent data breaches or leaks.

Internal Security Protocols: All employees must adhere to Useready's internal security protocols, including password protection, secure file storage, and regular software updates. Unauthorized access to confidential information is strictly prohibited.

# Generative AI Use

Useready is at the forefront of innovation in AI and data science. With this comes the responsibility to ensure that AI is used ethically and responsibly.

Ethical Usage of AI: Employees must ensure that any generative AI systems or models are developed and deployed responsibly. AI must not be used for unethical purposes, such as spreading misinformation, breaching privacy, or engaging in harmful behavior.

Transparency in AI Projects: All AI-driven projects should be transparent in their purpose and limitations. Employees should clearly communicate the capabilities and risks associated with AI technologies to clients and stakeholders.

Bias and Fairness: Employees must actively work to reduce bias in AI models. Generative AI systems should be trained and evaluated to ensure fairness across diverse populations, minimizing potential discrimination or unfair treatment.