



GlowLogix Employees Code of Conduct

Policy brief:

Our Employee Code of Conduct company policy outlines our expectations regarding employees' behavior towards their colleagues, supervisors and overall organization. We promote freedom of expression and open communication but we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

Scope

This policy applies to all our employees regardless of employment agreement or rank.

GlowLogix expects all employees and others working on company premises to abide by the rules of conduct and general safety at all times while working. Employees who violate any company rule or regulation will be disciplined fairly, consistently and in proportion to the seriousness of the circumstances. This may include disciplinary action up to and including discharge from employment, even for the first offense, if sufficiently serious or to prevent further violations.

Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.



Employees:

- Shouldn't misuse company equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.
- Should protect company facilities and other material property (e.g. company gadgets) from damage.

Professionalism

All employees must show integrity and professionalism in the workplace:

- *Corruption*

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

- *Job duties and authority*

All employees should fulfill their job duties with integrity and respect toward clients. Team leads and manager mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

- *Absenteeism and tardiness*

Employees should follow their schedules i.e. 09.00 am to 06.00 pm. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work. Clearly write on slack #attendance channel when you leave for breaks and lunch.

- *Conflict of interest*

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.



- ***Collaboration***

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- ***Communication***

All employees must be open for communication with their colleagues, supervisors or team members.

- ***Communication Channels***

Use **slack** as your informal communication channel while **asana** is for formal projects related communication. Use **zoho** for emailing and take code from **GIT**. Follow the instructions provided by their Team Lead or Manager. Team leads need to make sure that tasks have been properly assigned on asana based on priorities. Before beginning their day, all employees check asana for updates and always update asana on starting and completion of a specified task and update tasks' status by the end of the day.

- ***Benefits***

We expect employees to not abuse their employment benefits.

- ***Policies***

All employees should read and follow our company policies. If they have any questions, they should ask their Team leads or Manager.

Disciplinary actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion
- Reprimand
- Suspension or termination for more serious offenses
- We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.