# Company Code of Conduct and Compliance Policy

## Purpose of the Policy

## This policy is designed to help all Logo-Go employees understand the rules in order to act responsibly and legally. It explains what is expected from employees, partners, and vendors to protect our customers, brand, and business.

## Scope of the Policy

## This policy applies to all employees, contractors, and vendors working with or on behalf of Logo-Go. It covers all business activities, including product design, marketing, sales, customer service, and supply chain management.

## Policy

## We are committed to operating in a fair, honest, and legal way. To do this, everyone must:

* Follow the law – Know and follow laws related to clothing design, child safety, labor rights, advertising, data privacy, and product labeling.
* Protect customer trust – Our products must be safe, family-friendly, and appropriate for all ages. Designs should not include offensive, violent, or adult content.
* Respect workplace values – Treat coworkers, customers, and vendors with respect. Discrimination, harassment, or bullying will not be tolerated.
* Use company resources responsibly – Use time, tools, and materials honestly and only for approved business purposes.
* Report concerns – Speak up if you see something wrong or suspect a rule is being broken.

## Related Procedures

## Design Approval Checklist – All product designs must go through a content and safety review.

## Vendor Screening Process – All vendors must be reviewed to ensure they meet our labor and safety standards.

## Incident Reporting Process – Employees can report issues anonymously using our internal reporting system or by contacting Human Resources.

## Employee Training – All employees must complete yearly compliance and ethics training.

## Consequences of Non-Compliance

Breaking this policy can lead to serious consequences, including:

* A warning or required retraining
* Loss of certain job responsibilities
* Suspension or termination of employment
* Ending contracts with vendors or partners
* Legal actions if laws are broken

## Management Commitment

Our leadership team is fully committed to this policy. They will lead by example, provide necessary training and resources, and respond quickly to any concerns. Management will ensure that compliance is part of our everyday operations.

## Review Schedule

This policy will be reviewed every 12 months or sooner if there are changes in the law, company practices, or industry standards.

## Key Definitions

* Compliance – Following laws, rules, and company policies.
* Family-Friendly – Appropriate for all ages; no violence, hate, adult content, or offensive language.
* Vendor – A company or person that supplies goods or services to our business.
* Harassment – Unwanted behavior that makes someone feel unsafe or uncomfortable.
* Incident – An event that may go against this policy or cause harm to people, property, or reputation.