

Code of Conduct & Anti-Harassment Policy

ABC Company - Internal Policy Document

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This document outlines company policies and procedures for ABC employees and contractors. It is intended for internal reference. If you have questions, contact the document owner.

1. Our Standards

ABC Company is committed to a respectful, inclusive, and ethical workplace. We expect all employees to act with integrity and professionalism.

- Treat everyone with respect, regardless of role or background
- Speak up if something feels unsafe or unethical
- Comply with laws and company policies

2. Anti-Harassment & Non-Discrimination

Harassment includes unwelcome conduct that creates an intimidating, hostile, or offensive work environment.

- Harassment may be verbal, physical, visual, or digital
- Discrimination based on protected characteristics is prohibited
- Retaliation against reporters or witnesses is strictly prohibited

3. Reporting Channels

- Direct manager or skip-level manager
- People Operations (hr@abc.example)
- Anonymous hotline (ethics@abc.example) - monitored by Compliance
- For immediate safety concerns, contact local authorities first

4. Investigation Process

ABC investigates reports fairly and promptly while maintaining confidentiality as appropriate.

Step	What Happens	Typical Timeline
Intake	Complaint is logged and acknowledged	Within 2 working days
Assessment	HR/Compliance determines investigation approach	3-5 working days
Investigation	Interviews and evidence review	10-20 working days
Outcome	Findings shared on a need-to-know basis; action taken	Within 5 working days of closure

5. Conflicts of Interest

- Disclose outside employment, advisory roles, or investments that could influence decisions
- Do not participate in procurement decisions involving family or close friends
- Gifts must comply with the Gifts & Entertainment guidelines (Section 6)

6. Gifts & Entertainment

- Do not offer or accept cash or cash equivalents
- Gifts above INR 2,500 require manager approval
- Entertainment must have a clear business purpose and be reasonable in value

7. Disciplinary Action

Violations may result in coaching, warnings, suspension, termination, or legal action depending on severity.