

Employee Code of Conduct

1. **Introduction**
 - 1.1 **Purpose:** This Employee Code of Conduct outlines the standards of behavior expected of employees at MarkAtlas Inkjet Technologies. It guides interactions within the workplace, with clients, and in the broader community.
 - 1.2 **Scope:** This code applies to all employees, contractors, and volunteers. Compliance is a condition of employment.
2. **Professional Behavior**
 - 2.1 **Respect and Courtesy:** Employees must treat each other, clients, and stakeholders with respect and courtesy. Discriminatory, harassing, or bullying behavior is prohibited.
 - 2.2 **Integrity:** Employees must act honestly and ethically in all business dealings and professional relationships.
 - 2.3 **Confidentiality:** Employees must safeguard company confidential information and not disclose it to unauthorized persons. This includes protecting personal data of clients and colleagues.
3. **Work Performance**
 - 3.1 **Accountability:** Employees are responsible for their actions and must perform their duties to the best of their ability, following company policies.
 - 3.2 **Punctuality:** Employees must arrive at work on time. Absenteeism and tardiness without valid reasons may result in disciplinary action.
 - 3.3 **Professional Development:** Employees are encouraged to pursue professional development to enhance skills. The company provides training programs and resources.
4. **Conflict of Interest**
 - 4.1 **Definition:** A conflict of interest arises when personal interests interfere with professional duties.
 - 4.2 **Disclosure:** Employees must disclose conflicts of interest to supervisors or HR. Failure to disclose may result in disciplinary action.
 - 4.3 **Management:** The company will manage conflicts of interest to prevent negative impacts.
5. **Use of Company Resources**
 - 5.1 **Proper Use:** Employees must use company resources responsibly and for work-related purposes only.
 - 5.2 **Intellectual Property:** Respect the company's and others' intellectual property rights. Unauthorized use is prohibited.
 - 5.3 **IT Security:** Follow IT policies, use strong passwords, secure devices, and report security incidents promptly.
6. **Health and Safety**
 - 6.1 **Workplace Safety:** Maintain a safe environment, follow safety protocols, report hazards, and participate in safety training.

6.2 Substance Abuse: Prohibit illegal drugs or misuse of alcohol/prescriptions. Employees must be fit for duty.

6.3 Wellness Programs: Access wellness programs to support physical and mental health.

7. **Reporting Violations** 7.1 **Procedure:** Report violations to supervisors, HR, or through the anonymous reporting system.

7.2 **Non-Retaliation:** The company prohibits retaliation against good-faith reporters.

7.3 **Investigation:** Prompt investigation of violations, followed by appropriate action.

8. **Disciplinary Actions** 8.1 **Grounds:** Disciplinary action for code violations or conduct detrimental to the company.

8.2 **Process:** Actions may include warnings, suspension, or termination, depending on severity.

8.3 **Appeal:** Employees may appeal disciplinary actions in writing to HR.

9. **Review and Amendments** 9.1 **Review:** Periodic review to ensure relevance and effectiveness, with updates communicated to employees.

9.2 **Amendments:** The company reserves the right to amend the code; compliance with current versions is expected.

10. **Acknowledgment** 10.1 **Acknowledgment:** Employees acknowledge receipt and understanding of the code by signing an acknowledgment form.

By adhering to this Employee Code of Conduct, we maintain a positive, respectful, and productive environment aligned with MarkAtlas Inkjet Technologies' values.

HR Policy on Remote Work

1. **Introduction** 1.1 **Purpose:** This policy provides guidelines for approved remote work arrangements to benefit employees and the company.

1.2 **Scope:** Applies to employees granted remote work privileges, full-time or part-time.

2. **Eligibility and Approval** 2.1 **Eligibility:** Based on performance and job responsibilities.

2.2 **Approval:** Submit request for review by supervisor and HR. New arrangements may have a trial period.

3. **Remote Work Environment**
 - 3.1 **Home Office:** Set up a productive, safe workspace with reliable internet and necessary equipment.
 - 3.2 **Equipment and Supplies:** Company-provided resources are for work purposes.
 - 3.3 **IT Support:** Access company IT support for technical issues and follow security protocols.
4. **Work Hours and Availability**
 - 4.1 **Work Schedule:** Adhere to agreed-upon hours and be available during core business times.
 - 4.2 **Communication:** Maintain regular contact with team via company tools, attend meetings, and update progress.
 - 4.3 **Time Tracking:** Use company systems for accurate hours, with overtime approved in advance.
5. **Performance and Accountability**
 - 5.1 **Expectations:** Meet standards for quality, deadlines, and goals.
 - 5.2 **Accountability:** Demonstrate responsiveness, timely completion of tasks, and productivity.
 - 5.3 **Feedback:** Regular supervisor feedback supports remote success.
6. **Security and Confidentiality**
 - 6.1 **Data Security:** Follow company policies for data protection, including secure networks and reporting breaches.
 - 6.2 **Confidentiality:** Safeguard company information, physical or digital.
7. **Health and Well-Being**
 - 7.1 **Ergonomics:** Set up ergonomic workspace to prevent injury.
 - 7.2 **Balance:** Maintain work-life balance, manage stress.
 - 7.3 **Wellness Programs:** Access company wellness resources.
8. **Termination of Remote Work Arrangement**
 - 8.1 **By Employee:** Request to return to office reviewed based on needs.
 - 8.2 **By Company:** Termination based on performance, job changes, or operational needs.
 - 8.3 **Transition:** Plan provided for office return or adjustments.
9. **Review and Amendments**
 - 9.1 **Review:** Regular policy review for relevance.
 - 9.2 **Amendments:** Updates communicated to employees.

10. Acknowledgment 10.1 Acknowledgment: Employees acknowledge receipt and understanding by signing.

This HR Policy on Remote Work supports productivity, security, and flexibility for employees and MarkAtlas Inkjet Technologies.