

1. Workplace Culture

Our Culture Statement

We believe in creating a respectful, inclusive, and growth-oriented workplace where everyone feels valued, heard, and empowered to do their best work.

Core Values

- **Respect** – Treat everyone with dignity and fairness.
- **Integrity** – Be honest, ethical, and accountable.
- **Collaboration** – Work together and support each other.
- **Professionalism** – Maintain high standards in behavior and communication.
- **Continuous Learning** – Encourage innovation and personal growth.

Work Ethic

- Be punctual and dependable.
- Take ownership of responsibilities.
- Focus on quality, not just speed.
- Maintain confidentiality and trust.

Communication Culture

- Communicate clearly, respectfully, and constructively.
- Listen actively and value diverse opinions.
- Address concerns professionally and through proper channels.

Inclusivity & Diversity

- Respect cultural, social, and individual differences.
- Zero tolerance for discrimination, harassment, or bullying.
- Promote equal opportunities for all.

2. Workplace Do's

✓ Professional Conduct

- Dress appropriately as per company guidelines.
- Maintain a polite and respectful tone.
- Follow organizational policies and procedures.

✓ **Teamwork**

- Support colleagues and collaborate effectively.
- Share knowledge and help others grow.
- Give credit where it is due.

✓ **Responsibility**

- Meet deadlines and commitments.
- Inform supervisors in case of delays or issues.
- Use company resources responsibly.

✓ **Ethics & Integrity**

- Be honest in all professional dealings.
- Protect confidential information.
- Report unethical behavior through proper channels.

✓ **Health & Safety**

- Follow safety rules and emergency procedures.
- Maintain a clean and safe workspace.
- Report hazards or unsafe conditions immediately.

3. Workplace Don'ts ❌

❌ **Behavior & Conduct**

- Do not engage in harassment, bullying, or discrimination.
- Avoid abusive language or inappropriate jokes.
- Do not create a hostile or uncomfortable environment.

✗ Professionalism

- Do not misuse company property or data.
- Avoid gossiping or spreading rumors.
- Do not use office time for personal work excessively.

✗ Communication

- Do not interrupt or disrespect others during discussions.
- Avoid aggressive or unprofessional emails/messages.
- Do not bypass reporting hierarchies unnecessarily.

✗ Ethics Violations

- Do not accept or offer bribes or favors.
- Avoid conflicts of interest.
- Do not falsify records or information.

4. Digital & Remote Work Etiquette (If Applicable)

✓ Do's

- Be responsive during work hours.
- Maintain professionalism in virtual meetings.
- Secure company data and devices.

✗ Don'ts

- Do not share passwords or confidential files.
- Avoid unprofessional backgrounds or behavior in meetings.
- Do not ignore official communication channels.

5. Acknowledgement

All employees are expected to understand, respect, and follow this workplace culture and code of conduct to maintain a positive and productive environment.

Employee Name: _____

Signature: _____

Date: _____