

Employee Conduct Policy

1. Purpose

The purpose of this Employee Conduct Policy is to establish the standards of workplace behavior expected of all employees. It ensures a safe, respectful, and productive environment.

This document applies to all employees, contractors, and interns of the Company, across all departments and offices globally.

2. Scope

This policy applies during all work-related activities including remote work, travel, and events representing the Company.

It encompasses behavior towards colleagues, clients, vendors, and other stakeholders.

3. Code of Conduct

3.1 Employees must demonstrate integrity, professionalism, and mutual respect at all times.

3.2 Harassment, discrimination, or bullying of any form is strictly prohibited.

3.3 Employees shall comply with all applicable laws and company regulations.

3.4 Confidential company information must not be disclosed without authorization.

3.5 Social media interactions related to work must be professional and must not harm the Company's reputation.

4. Attendance and Punctuality

4.1 Employees are expected to adhere to their assigned work schedules and notify supervisors promptly of any absences or lateness.

4.2 Persistent tardiness or absenteeism may result in disciplinary action up to and including termination.

5. Disciplinary Procedures

5.1 Violations of this policy will be investigated by the HR Department.

5.2 Depending on severity, consequences may include verbal warnings, written warnings, suspension, or dismissal.

5.3 All disciplinary actions will be documented in the employee's personnel file.