## **Enterprise Code of Conduct**

- 1. Professional Behavior: Employees must maintain respectful, ethical, and professional conduct at all times.
- 2. Anti-Harassment: Any form of discrimination, bullying, or harassment is strictly prohibited.
- 3. Data Privacy: Confidential company and customer information must be protected and handled responsibly.
- 4. Workplace Safety: All employees are responsible for maintaining a safe and secure working environment.
- 5. Conflict of Interest: Employees must avoid situations that create, or appear to create, a conflict of interest.
- 6. Use of Resources: Company assets must be used appropriately and only for legitimate business purposes.
- 7. Compliance: All employees must comply with laws, regulations, and internal company policies.
- 8. Reporting Violations: Any violations or unethical behavior must be reported through appropriate channels.