

# HR Code of Conduct

## Purpose

This Code outlines expected professional conduct for all employees and contractors. It promotes a safe, respectful, and compliant workplace.

## Core Principles

- Integrity: act honestly and avoid conflicts of interest.
- Respect: maintain a safe, inclusive, and harassment-free workplace.
- Accountability: take ownership of actions and outcomes.
- Compliance: follow applicable laws, policies, and procedures.

## Workplace Behavior

- Treat colleagues, customers, and vendors with respect and professionalism.
- Prohibited behaviors include harassment, bullying, discrimination, and retaliation.
- Use company resources responsibly and only for legitimate business purposes.

## Conflicts of Interest

Employees must disclose situations where personal interests could conflict with company interests.

Example	Required Action
Vendor relationship with a family member	Disclose to HR and manager
Side business that overlaps company services	Obtain written approval
Gifts > \$100 from a supplier	Report to Compliance

## Information Security

- Keep credentials private and use multi-factor authentication when required.
- Do not share confidential information outside authorized channels.
- Report suspected phishing or data loss within 24 hours.

## Reporting Concerns

Concerns can be raised to HR, a manager, or the Ethics hotline. Reports are handled confidentially where possible and retaliation is prohibited.

**Professional Standards**

- Maintain accurate time records and expense submissions.
- Avoid inappropriate language or behavior in any company forum.
- Respect intellectual property and software licensing terms.

**Disciplinary Framework**

Severity	Examples	Typical Action
Low	Tardiness, minor policy deviations	Coaching or written warning
Medium	Harassment complaint, misuse of assets	Final warning or suspension
High	Fraud, violence, major data breach	Termination and legal action

**Acknowledgement**

All employees must review the Code annually and acknowledge compliance in the HR system.

**Training Requirements**

- Annual harassment prevention training.
- Security and privacy training on hire and annually.
- Role-specific compliance training as required.

## **Remote Work Conduct**

- Use secure networks and approved devices for company work.
- Keep confidential documents secure and avoid public spaces for sensitive work.
- Follow local labor laws for work hours and breaks.

## **Social Media Guidelines**

Employees must not disclose confidential information or represent personal opinions as company positions.

## **Gifts and Entertainment**

Gifts must be infrequent, reasonable, and compliant with anti-bribery policies. Cash gifts are prohibited.

## Investigations and Cooperation

Employees are required to cooperate with investigations and provide truthful information.

## Record Retention

Personnel and investigation records are retained according to the HR records schedule.

## Version History

Version	Date	Description
1.0	2025-01-05	Initial Code of Conduct
1.1	2026-02-01	Expanded remote work and security guidance