

MITcode

Effective Date: 1/10/2024

1. Purpose

This document outlines the rules and regulations governing employee conduct and operations at Mitcode. Adherence to these rules is essential for maintaining a professional and productive online work environment.

2. Scope

These rules apply to all employees, contractors, and interns of Mitcode.

3. Professional Conduct

- Employees must maintain a high standard of professionalism in all interactions, whether in person, via email, or during virtual meetings.
- Respectful communication is required to foster a collaborative online environment.
- Harassment, discrimination, or any form of bullying will not be tolerated.

4. Attendance and Availability

- Employees are expected to adhere to their scheduled working hours, being available during core hours.
- Absences or changes in availability must be communicated to supervisors as soon as possible.
- Regular attendance is crucial for team collaboration.

5. Dress Code (Virtual Meetings)

- Employees should dress appropriately for virtual meetings. Business casual attire is recommended, reflecting professionalism.

6. Use of Company Resources

- Company equipment, software, and online tools should be used for work-related purposes only.
- Employees must ensure the security of company data and devices.

7. Confidentiality and Data Security

- Employees must protect sensitive information and client data, adhering to all data protection policies.
- Sharing confidential information outside the organization without proper authorization is strictly prohibited.

8. Health and Safety

- Employees should create a safe and ergonomic workspace at home.

- Report any hazards or issues related to remote work to management.

9. Disciplinary Actions

- Violations of these rules may result in disciplinary action, including warnings, suspension, or termination.
- A clear process will be followed for addressing misconduct.

10. Conflict Resolution

- Employees are encouraged to address conflicts directly with the involved parties.
- If needed, mediation can be sought from HR or management.

11. Remote Work Policy Compliance

- Employees must follow guidelines related to remote work, including maintaining productivity and responsiveness.

12. Amendments

- Mitcode reserves the right to amend these rules as necessary. Employees will be notified of any changes.

13. Acknowledgment

- Employees are required to acknowledge receipt and understanding of this document.