

VerbiQ Code of Conduct

Scope: All employees, contractors, platform users, business partners, vendors, and affiliates of VerbiQ.ai

1. Purpose

To uphold VerbiQ's commitment to integrity, professionalism, and respect in all interactions and operations. This Code of Conduct defines the ethical standards, responsibilities, and compliance requirements expected of all who work with or on behalf of VerbiQ.

2. Applicability

This Code applies to:

- **Employees & Contractors** (full-time, part-time, freelance)
- **Platform Users** (candidates, clients)
- **Business Partners & Vendors** (suppliers, technology partners, service providers)
- **Affiliates & Representatives** of VerbiQ in any jurisdiction

All must adhere to these standards in every role, location, and context.

3. Core Principles

1. **Integrity & Honesty:** Communicate truthfully; never misrepresent data, services, or credentials.
2. **Respect & Inclusion:** Prohibit discrimination or harassment; embrace diversity of language, culture, and thought.
3. **Confidentiality & Privacy:** Safeguard all personal and business data; comply with GDPR, CCPA, and local privacy laws.
4. **Professional Excellence:** Deliver accurate, reliable services; continuously enhance skills and quality.
5. **Compliance & Lawfulness:** Follow all applicable laws, regulations, and VerbiQ policies, including anti-bribery, export controls, and labor standards.

4. Behavioral Expectations

- **Ethical Communication:** Use respectful, unbiased language; avoid harassment or derogatory remarks.
- **Conflict of Interest:** Disclose any situation where personal interests may influence professional judgment.
- **Data Protection:** Access only authorized systems; protect credentials; report breaches immediately.
- **Fair Assessment & Service:** Ensure AI and human evaluations are impartial; do not alter outcomes for improper reasons.

- **Health & Safety:** Maintain a safe work environment; follow health, safety, and environmental guidelines.

5. Business Partner & Vendor Responsibilities

- **Contractual Compliance:** Adhere to terms, SLAs, and regulatory requirements in agreements.
- **Sub-vendor Oversight:** Ensure any subcontractors comply with VerbiQ's Code and data security standards.
- **Ethical Sourcing:** Prohibit forced labor, child labor, and unsafe working conditions in your operations.
- **Transparency:** Provide accurate reporting on performance, pricing, and compliance metrics.

6. Platform-Specific Guidelines

- **Candidate Treatment:** Offer fair, transparent feedback; respect candidate privacy and rights.
- **Client Representation:** Present VerbiQ capabilities honestly; set clear expectations.
- **Third-Party Integrations:** Only use approved APIs; verify partner compliance with VerbiQ standards.

7. Reporting Misconduct

- **Speak Up:** Report concerns via confidential hotline or email: compliance@verbiq.ai.
- **Non-Retaliation:** Protection for anyone reporting in good faith.
- **Investigation & Resolution:** All reports are promptly and impartially investigated; violations may lead to disciplinary action, contract termination, or legal referral.

8. Governance & Review

- **Ownership:** The Chief Compliance Officer enforces this Code and oversees training.
- **Training:** Annual mandatory training for employees, partners, and vendors.
- **Review Cycle:** This Code is reviewed annually; changes require Executive Team approval.

9. Anti-Corruption & Bribery

- VerbiQ maintains zero tolerance for bribery, kickbacks, or improper influence.
- Gifts or hospitality must be reasonable, infrequent, and never intended to influence decisions.

10. Use of VerbiQ Property & Resources

- Company resources (devices, data, IP, branding) must be used responsibly and only for authorized purposes.

- Intellectual property (VerbiQ branding, assessments, and tech assets) must not be misused, shared, or copied without approval.

11. Human Rights & Labor Practices

- All parties must uphold international human rights standards, including fair wages, reasonable working hours, and freedom of association.
- VerbiQ prohibits any form of discrimination, forced labor, or exploitative practices in its operations or supply chains.

12. Social Media & Public Representation

- Employees and partners must not disclose confidential information online or misrepresent their role with VerbiQ.
- Public comments relating to VerbiQ should be approved by the Communications or Compliance teams.

13. Environmental Responsibility

- Vendors and employees must minimize waste, reduce energy consumption, and support sustainability where feasible.