BitBlocks

Policy Framework

Purpose
This policy framework provides a clear guide for ethical conduct across all organizational levels of BitBlocks.

Introduction
- ➢ Section 1 outlines foundational principles of integrity, respect, and professionalism.
- ➢ Section 2 details the ethical responsibilities of C-level executives, emphasizing leadership and accountability.
- ➢ Sections 3 and 4 focus on developers and interns, highlighting their roles in quality, collaboration, and responsible innovation.
- ➢ Sections 5, 6, 7, 8 highlight policies regarding finance, leave, work hours & overtime and perks respectively.
- ➢ Section 9 includes any additional policies like remote work and technology usage policy.
- ➢ Section 10 addresses continuous improvement, ensuring transparency and adaptability.
- ➢ Sections 11, 12, 13, 14 pertain to tier-wise job descriptions from tier 1 to tier 4 respectively.
- ➢ The Policy Change Procedure ensures that modifications to the BitBlocks Policy Framework are reviewed, justified, and approved by stakeholders and HR to maintain transparency and consistency in company policies.
- ➢ The Revision History documents all changes to the BitBlocks Policy Framework, ensuring transparency and traceability of updates.

Policies
1. **General Principles (Applicable to All Tiers)**
   a. All employees must act with honesty, transparency, and fairness in all professional interactions.
   b. Treat colleagues, clients,janitorial staff, security team and stakeholders with respect, regardless of their role, background, or identity.
   c. Protect sensitive company, client, and user data. Do not disclose proprietary information without proper authorization, and never share your credentials.
   d. Obtain data from different departments only through proper channels and in encrypted formats.
   e. Adhere to all applicable laws, regulations, and industry standards.
   f. Continuously improve skills and knowledge to deliver high-quality work.
   g. Consider the societal impact of the company's products and services, ensuring they do not harm individuals or communities.

2. **CEO/Board-Level Policies**
   a. Vision and Leadership:
      i. Set a clear vision and mission for the company that aligns with ethical principles and societal benefit.
      ii. Ensure the company's goals prioritize long-term sustainability over short-term profits.
   b. Accountability:
      i. Establish mechanisms for transparency and accountability in decision-making.
      ii. Prioritize employees' well-being and mental health.
      iii. Provide employee benefits that align with industry standards, including fair compensation for overtime.
      iv. Organize workshops to foster a healthy work environment, and arrange trips and events to promote team bonding.
      v. Support and defend your team when necessary, but also hold them accountable for their mistakes.
   c. Ethical Oversight:
      i. Create an ethics committee to review policies, address ethical dilemmas, and ensure compliance with the ACM and IEEE codes.
      ii. Regularly assess the ethical implications of the company's projects and technologies.
   d. Stakeholder Engagement:
      i. Engage with stakeholders (employees, clients, investors, and the public) to understand their concerns and incorporate feedback into company policies.
   e. Diversity and Inclusion:
      i. Promote diversity and inclusion at all levels of the organization, ensuring equal opportunities for all employees.

3. **Manager-Level Policies**
   a. Team Leadership:
      i. Foster a collaborative and inclusive work environment where team members feel valued and supported.
      ii. Encourage open communication and provide regular feedback to employees.
   b. Project Management:
      i. Ensure projects are delivered on time, within budget, and meet quality standards.
      ii. Prioritize ethical considerations in project planning and execution.
      iii. Do not take on projects that will put inhumane pressure on the employees.
   c. Conflict Resolution:

        i. Address conflicts promptly and fairly, ensuring all parties are heard and respected.

        ii. Escalate unresolved issues to the ethics committee or higher management when necessary.

    d. Professional Development:

        i. Support the professional growth of team members through training, mentorship, and career development opportunities.

4. Developer & Intern-Level Policies

    a. Code of Conduct:

        i. Adhere to the company's code of conduct and ethical guidelines in all professional activities.

        ii. Avoid conflicts of interest and disclose any potential ethical concerns to managers.

        iii. Quality and Innovation:

        iv. Strive to write clean, efficient, and secure code that meets industry standards.

        v. Document code to ensure understandability by future developers.

        vi. Innovate responsibly, considering the potential impact of new technologies on society.

    b. Collaboration:

        i. Work collaboratively with team members, sharing knowledge and supporting each other's growth.

        ii. Inform project managers and team lead of any delays or bugs in the current task at hand.

        iii. Respect the contributions of interns and junior developers, providing guidance when needed.

    c. Learning and Growth:

        i. Take advantage of learning opportunities provided by the company to enhance skills and knowledge.

        ii. Seek feedback from peers and managers to improve performance.

    d. Ethical Use of Technology:

        i. Avoid developing or deploying technologies that could harm individuals, communities, or the environment.

        ii. Report any unethical practices or security vulnerabilities to management.

5. Finance Policy

    a. Salaries are disbursed on the 5th of every month.

    b. Reimbursements for business-related expenses require prior approval.

    c. Employees are required to report financial discrepancies immediately.

6. Leave Policy

    a. Employees are entitled to 20 paid annual leave days per year.

    b. Sick leave is granted for up to 10 days per year, requiring valid medical proof.

    c. Maternity leave is provided for 90 days, while paternity leave is available for 30 days.

    d. Emergency leave may be granted subject to manager approval.

7. Work Hours & Overtime Policy

    a. Standard work hours are from 9 AM to 5 PM, Monday to Friday.

    b. Overtime is compensated at x1.5 regular pay for extra hours.

    c. Employees should not be forced to work beyond 8 hours unless necessary.

8. Perks Policy

    a. Health insurance coverage for all employees.

    b. Annual team-building events and company retreats.

    c. Free access to online courses for professional development.

    d. If the company pays for a certification, the employee must remain with the company for at least 6 months after obtaining the certification.

9. Additional Policies

    a. Remote Work Policy:

        i. Employees may request remote work up to 2 days per week.

        ii. Full-time remote work is subject to approval based on role requirements.

        iii. Cybersecurity protocols must be followed when accessing company systems remotely.

    b. Technology Usage Policy:

        i. Employees must use company-provided hardware and software strictly for work-related activities.

        ii. Unauthorized installation of third-party software is prohibited unless approved by the IT department.

        iii. Company data must not be stored on personal devices unless explicitly authorized.

        iv. Any misuse of company technology, including cybersecurity violations, may result in disciplinary action.

10. Enforcement and Reporting

    a. Ethics Hotline:

        i. Establish a confidential ethics hotline or reporting system for employees to report unethical behavior or concerns without fear of retaliation.

    b. Disciplinary Actions:

        i. Clearly outline consequences for violating company policies, including warnings, suspension, or termination, depending on the severity of the offense.

    c. Open-Door Policy:

        i. Employees may approach HR, direct managers, or senior leadership to discuss ethical concerns without formal procedures.

       ii.   If a violation includes fraud, harassment, data breaches, or criminal activity, the company may take legal action.
d.   Whistleblower Protection:
       i.   Protect whistleblowers from retaliation and ensure their concerns are investigated promptly and fairly.
       ii.   Any form of retaliation against whistleblowers will be considered an ethical violation and subject to disciplinary action.

Tier-wise Job Descriptions

11. Tier 1 – Entry-Level (Interns, Junior Developers, Support Staff)

a. Employees in this tier perform basic tasks such as coding, testing, documentation, and assisting senior staff.
b. They require foundational programming, debugging, and communication skills.
c. They should have experience of 0-1 years.

12. Tier 2 – Mid-Level (Developers, Team Leads, Finance Officers)

a. Mid-level employees are responsible for designing, coding, leading small teams, executing projects, and managing financial operations.
b. They need advanced problem-solving, project coordination, and leadership skills.
c. They should have 2-5 years of experience.

13. Tier 3 – Senior-Level (Senior Developers, Managers, HR Heads)

a. Senior-level employees oversee multiple teams, make high-level decisions, and mentor junior staff.
b. They require strategic thinking, advanced management, and strong stakeholder communication skills.
c. They should have 6-10 years of experience.

14. Tier 4 – Executive-Level (Directors, C-Suite, Board Members)

a. Executives define company strategy, create policies, ensure financial sustainability, and engage in industry networking.
b. They must possess visionary leadership, corporate governance expertise, and high-stakes decision-making abilities.
c. They should have 10+ years of experience.

Policy Change Procedure

Changes to the BitBlock policy framework will be made only after the following conditions are met:

- Proposed changes shall be reviewed by company stakeholders and human resources within 3 weeks.

- Proposed changes need to be approved by two-thirds of the stakeholders and HR employees included.
- Stakeholders and HR shall provide proper reasoning for an objection/approval of the proposed changes
- Any revision in the proposed changes will undergo the same procedure from the beginning.

Revision History

Version	Date	Author	Changes	Company ID
v1.1	9 March, 2025	Eman Tahir	Implement policies	i21-1718
v1.2	9 March, 2025	Afaq Alam	Implement policies	i21-1700
v1.3	22 March, 2025	Eman Tahir	Implement Tier-wise JD	i21-1718
v1.4	23 March, 2025	Afaq Alam	Added policies	i21-1700