

# Code of Conduct: Saged's Company

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## 1. Introduction and Purpose

At Saged's Company, our reputation, success, and ability to attract and retain top talent are built upon a foundation of integrity, respect, and ethical conduct. This Code of Conduct ("the Code") serves as a guide for all employees, contractors, and partners, outlining the ethical principles and behavioral expectations that underpin our culture. It is not an exhaustive list of rules but rather a framework to help us make sound decisions that reflect our values.

The purpose of this Code is to:

- Articulate the core values that define Saged's Company.
- Provide clear guidelines for professional and ethical behavior in all business activities.
- Foster a workplace culture of honesty, respect, and accountability.
- Ensure compliance with laws, regulations, and internal policies.
- Protect the company's assets, reputation, and confidential information.

Every individual associated with Saged's Company is expected to read, understand, and adhere to the principles set forth in this Code. Should you have any questions about this Code or how it applies to a specific situation, please consult your manager or the HR Department.

## 2. Our Values and Principles

This Code is rooted in the core values that drive Saged's Company:

- **Innovation:** We foster a culture of creativity, continuous learning, and adaptability.
- **Collaboration:** We believe in teamwork, open communication, and shared success.
- **Integrity:** We act with honesty, transparency, and high ethical standards.
- **Excellence:** We strive for quality, continuous improvement, and outstanding results.
- **Respect:** We treat every individual with dignity, value diversity, and promote inclusivity.

- **Accountability:** We take ownership of our actions, commitments, and their impact.

These values are the bedrock of our company and inform every aspect of our conduct.

### 3. General Professional Conduct

All employees are expected to maintain a high standard of professionalism and ethical behavior in all interactions related to Saged's Company.

- **Honesty and Integrity:** Always act truthfully and with integrity. Do not engage in dishonesty, misrepresentation, or fraudulent activities.
- **Compliance with Laws and Policies:** Adhere to all applicable laws, regulations, and Saged's Company's policies (including the HR Policy and IT Security Policy).
- **Punctuality and Attendance:** Be punctual for work, meetings, and appointments. Notify your manager promptly of any anticipated delays or absences according to company policy.
- **Dress Code:** Adhere to the company's established dress code, which promotes a professional and appropriate appearance for our work environment.
- **Work Ethic:** Demonstrate dedication, diligence, and commitment to your responsibilities, striving for high-quality work and meeting deadlines.
- **Use of Official Channels:** When communicating on behalf of Saged's Company, use approved communication channels and ensure your statements are accurate and professional.

### 4. Workplace Environment: Respect, Diversity, and Inclusion

Saged's Company is committed to creating a respectful, diverse, and inclusive workplace where everyone feels safe, valued, and can thrive.

- **Mutual Respect:** Treat all colleagues, customers, partners, and stakeholders with courtesy, dignity, and respect, regardless of their role, background, or characteristics.
- **Diversity and Inclusion:** Embrace diversity in all its forms and contribute to an inclusive environment where different perspectives are welcomed and valued.
- **Anti-Harassment and Anti-Discrimination:** Saged's Company has a zero-tolerance policy for harassment, bullying, and discrimination of any kind. This includes, but is not limited to, harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, or veteran status. Any such behavior is a serious violation of this Code and may lead to disciplinary action, up to and including termination.

## 5. Confidentiality and Data Protection

Protecting Saged's Company's confidential and proprietary information, as well as the personal data of customers and employees, is paramount.

- **Confidential Information:** Do not disclose, misuse, or disseminate any confidential information (e.g., trade secrets, financial data, customer lists, product roadmaps, employee records) obtained during your employment, both during and after your time with Saged's Company.
- **Data Privacy:** Handle personal data (customer, employee, or other third-party data) with the utmost care, in strict compliance with Saged's Company's Data Privacy Policy and all applicable data protection laws and regulations (e.g., GDPR, CCPA).
- **Secure Handling:** Follow all established IT security policies and procedures for storing, transmitting, and disposing of confidential and sensitive data. Always use secure, approved methods for sharing information.

## 6. Use of Company Assets and Resources

Company assets and resources are provided to help employees perform their job duties effectively. They must be used responsibly and ethically.

- **Proper Use:** Use company property (e.g., computers, software, vehicles, equipment, funds) only for legitimate business purposes. Incidental personal use is permissible only if it does not interfere with work responsibilities, violate any company policy, or involve illegal or unethical activities.
- **Safeguarding Assets:** Take reasonable steps to protect company assets from theft, damage, misuse, or unauthorized access. Report any loss, theft, or damage immediately to your manager and the appropriate department (e.g., IT).
- **Intellectual Property:** All intellectual property developed or created by employees within the scope of their employment or using company resources belongs to Saged's Company.

## 7. Conflict of Interest

Employees must avoid situations where their personal interests conflict, or appear to conflict, with the best interests of Saged's Company.

- **Disclosure:** If you believe a potential conflict of interest exists or may arise, you must disclose it immediately to your manager or HR. This includes, but is not limited to, situations involving:
  - Outside employment or business activities that compete with Saged's

- Company or interfere with your duties.
- Financial interests in suppliers, customers, or competitors.
- Accepting gifts, favors, or entertainment that could be perceived as influencing business decisions (refer to Gifts and Entertainment Policy, if separate).
- Using company property, information, or your position for personal gain.
- **Fair Dealing:** Conduct all business relationships with customers, suppliers, competitors, and other stakeholders fairly and honestly.

## 8. Anti-Bribery and Anti-Corruption

Saged's Company is committed to conducting all business activities ethically and in full compliance with anti-bribery and anti-corruption laws worldwide.

- **No Bribery:** Do not offer, give, solicit, or accept bribes, kickbacks, or any other form of improper payment or inducement, directly or indirectly, to or from any person or entity, including government officials.
- **Transparency:** All transactions must be accurately and transparently recorded in company books and records.

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## 9. Behavioral Conduct and Compliance with Leave Policies

This section addresses the expected conduct surrounding adherence to Saged's Company's policies, particularly concerning leave. While specific details of vacation and sick leave accrual and usage are in the HR Policy Document, this Code outlines the expected behavior when utilizing these benefits.

- **Honest Use of Leave:** All employees are expected to be truthful and act with integrity when requesting and using company leave benefits, including vacation and sick leave.
  - **Sick Leave:** Sick leave is provided to support employees during genuine illness or to care for immediate family members. Misrepresenting the reason for sick leave or using it for purposes other than those specified in the HR Policy Document is a violation of this Code.
  - **Vacation Leave:** Vacation leave is for rest and personal time off. While employees are encouraged to utilize their vacation days, any attempt to manipulate the system (e.g., falsely claiming accrued days, attempting to use unaccrued days without approval) or otherwise abuse the vacation policy is contrary to this Code.
- **Adherence to Notification Procedures:** Employees must follow the prescribed notification procedures for all absences, including sick leave and vacation. This

means informing your manager and team in a timely manner as outlined in the HR Policy Document, to minimize disruption to operations.

- **Responsibility during Leave:** While on leave, employees are generally not expected to perform work duties. However, maintaining professionalism extends to ensuring your work is properly handed over and critical tasks are covered before your absence. Abuse of leave, such as taking sick leave to work another job or for non-approved activities, is a serious breach of trust and this Code.
- **Return to Work:** Upon returning from sick leave, especially extended leave, providing any required documentation (e.g., doctor's note) promptly as per HR Policy is a demonstration of responsible conduct.

## 10. Reporting Misconduct and Non-Retaliation

Saged's Company encourages all employees to speak up and report any concerns about actual or potential violations of this Code, company policies, or applicable laws.

- **Reporting Channels:** If you witness or suspect any misconduct, you should report it immediately to:
  - Your direct manager (if they are not involved in the alleged misconduct).
  - The HR Department.
  - A trusted member of senior management.
- **Good Faith Reporting:** Reports made in good faith are valued and protected. "Good faith" means you have a reasonable belief that a violation has occurred. It does not require you to be certain or to have irrefutable proof.
- **Non-Retaliation:** Saged's Company strictly prohibits any form of retaliation against an employee who, in good faith, reports a concern, assists in an investigation, or exercises their rights under the law. Any employee found to have engaged in retaliation will be subject to severe disciplinary action.

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## 11. Social Media and Online Conduct

Employees are ambassadors for Saged's Company. Online conduct, particularly when identifying yourself with the company, must align with this Code.

- **Professional Representation:** When discussing Saged's Company, its employees, customers, or partners online, ensure your comments are respectful, professional, and do not disclose confidential information.
- **Personal Opinion:** If expressing personal opinions, make it clear that they are your own and do not represent the views of Saged's Company.
- **Responsible Usage:** Do not engage in online behavior that is derogatory, discriminatory, harassing, defamatory, or violates any company policy, even in

personal online activities, if it could negatively impact the company's reputation or operations.

## **12. Policy Violations and Consequences**

Violations of this Code of Conduct are taken very seriously and will result in disciplinary action, up to and including termination of employment, and potential legal action. The response will be proportionate to the severity of the violation, its impact, and whether it was intentional or a recurring issue.

- **Investigation:** All alleged violations will be thoroughly and fairly investigated by the appropriate departments (e.g., HR, IT, Legal, Management).
- **Disciplinary Measures:** Actions may include:
  - Verbal warnings
  - Written warnings
  - Mandatory training
  - Suspension (with or without pay)
  - Demotion
  - Termination of employment
  - Referral to law enforcement authorities (for criminal acts)

## **13. Policy Review and Updates**

This Code of Conduct will be reviewed periodically, at least annually, or as needed to ensure it remains relevant, effective, and compliant with all applicable laws and regulations. All employees will be notified of any significant updates or revisions. It is the responsibility of each employee to familiarize themselves with the most current version of this Code.

**End of Document**