Employee code of conduct (summary)

Principles
- Respect and professionalism across internal and external interactions.
- Maintain confidentiality of company and partner information.
- Disclose conflicts of interest to HR or management.

Workplace behavior
- Harassment, discrimination, or retaliation prohibited.
- Encourage reporting of violations through anonymous and direct channels; reports investigated.

Intellectual property & confidentiality
- Company IP created during employment belongs to the company.
- Follow data handling and confidentiality rules for partner and customer documents.

Enforcement
- Violations may result in disciplinary action up to termination.
- HR coordinates investigations and corrective actions.