

# GlobalDot Bank Employee Handbook

*Professional Standards & Cultural Framework*

## Purpose

To define the cultural, ethical, and professional standards expected from all employees, contractors, and executives of GlobalDot Bank.

## 1. Introduction & Purpose

- **Commitment to excellence, integrity, and confidentiality**
- **Obligation to uphold client trust and financial propriety at all times**
- **Zero tolerance toward discrimination, harassment, or unethical behavior**

### 1.2 Employment Practices

- Equal Opportunity Employer (EEO) principles applied globally
- Non-discriminatory hiring regardless of gender, race, religion, or background
- Merit-based promotion structure with transparent appraisal cycles

### 1.3 Work Ethics & Professional Conduct

- Mandatory adherence to the Code of Conduct and Anti-Bribery Policy
- Use of bank resources must strictly support authorized business functions
- No acceptance of gifts, favors, or inducements beyond regulated limits
- Conflict-of-interest declarations required annually

### 1.4 Training & Certification

- Mandatory annual AML/KYC certification
- Cybersecurity awareness training every 6 months
- Role-based training for treasury, operations, and compliance teams

### 1.5 Workplace Culture

- Commitment to innovation, teamwork, and inclusion
- "Speak Up" culture supported by the Whistleblower Framework
- Global mobility opportunities within regional offices

### 1.6 Disciplinary Actions

- Violations are reviewed by HR and Compliance jointly
- Sanctions range from written warnings to termination and regulatory reporting