

Global Logistics Partners

HUMAN RESOURCES POLICY DOCUMENT

Policy Title	Code of Conduct and Workplace Behavior
Policy ID	HR-2024-004
Effective Date	February 1, 2024
Last Updated	December 1, 2024
Organization	Global Logistics Partners, Houston, TX
Industry	Logistics
Total Employees	650

1. CORE PRINCIPLES

Global Logistics Partners expects all employees to conduct themselves professionally and ethically at all times.

2. PROFESSIONAL STANDARDS

- Treat all colleagues with respect and dignity
- Use appropriate language in all communications
- Maintain professional appearance per company standards
- Avoid gossip and negative commentary

3. PROHIBITED BEHAVIORS

The following conduct is strictly prohibited and may result in termination:

- Harassment, discrimination, or bullying
- Violence, threats, or intimidation
- Theft or unauthorized use of company property
- Being under the influence of drugs or alcohol at work
- Insubordination or deliberate non-compliance

Approval and Implementation

This policy is approved by the Human Resources Department of Global Logistics Partners and is effective as of February 1, 2024. All employees are required to acknowledge receipt and understanding of this policy. Violations may result in disciplinary action up to and including termination of employment.

HR Director

Department Manager

Employee Acknowledgment

Date: __/__/__

Date: __/__/__

Date: __/__/__