

1. Standards of Conduct

Employees are expected to maintain professional conduct, integrity, and adherence to company values at all times.

Misconduct includes but is not limited to harassment, discrimination, fraud, policy violations, insubordination, and workplace violence.

2. Reporting and Investigation

Allegations of misconduct may be reported through management, Human Resources, or confidential reporting channels.

HR will conduct a fair and impartial investigation, which may include interviews, documentation review, and consultation with Legal.

3. Progressive Discipline

Where appropriate, corrective action may follow a progressive discipline model including verbal warning, written warning, suspension, and termination.

The severity of misconduct, prior disciplinary history, and risk exposure will influence the level of corrective action.

4. Immediate Termination Triggers

Certain forms of misconduct may result in immediate termination without progressive discipline.

Examples include theft, serious policy breaches, workplace violence, or material conflicts of interest.

5. Termination Approval and Documentation

Termination decisions require HR review and formal managerial approval.

Legal review is required in high-risk cases, including discrimination allegations or protected activity claims.

All termination decisions must be documented with investigation findings and policy references.

6. Risk Mitigation

Prior to termination, HR must assess litigation exposure, regulatory implications, and reputational risk.

Employees must be provided final pay and documentation consistent with local labor laws