**Employee Code of Conduct Policy**

The Employee Code of Conduct is an important policy for every organization irrespective of the size. It entails the acceptable behavior and responsibilities that are to be followed by the employees. This policy also applies to the partner organization and their employees.

An employee code of conduct is a set of guidelines that define how employees at a company should behave on a daily basis. It reflects the day-to-day duties, beliefs, and culture of a company. As a result, each set of accepted rules is unique to the organization to which it applies.

Our foundation is working with integration. Integrity safeguards our team, company, and clients, increases our business success, and sets us apart from our competition. Our top priority is to maintain a strong commitment to ethical behavior. We expect all employees to follow our Code of Conduct, even though we advocate freedom of expression and open communication.

**Purpose & Scope**

Our company's Employee Code of Conduct policy describes our expectations for employees' behavior toward their coworkers, supervisors, and the company as a whole.

We promote open communication and freedom of expression. However, every employee of the company is expected to adhere to our code of conduct. They should avoid insulting others, becoming involved in heated arguments, and disrupting our workplace. We also want them to create a well-organized, respectful, and collaborative workplace environment.

Regardless of employment agreement, rank, or location, this policy applies to all of our employees. This policy also works for third-parties like agents, consultants, suppliers, or others acting on company’s behalf.

**Components of Code of Conduct Policy**

Company employees are bound to follow our code of conduct policy while doing their duties. Below we list out the components of the employee code of conduct policy:

**1. Compliance with Law**

All laws, whether municipal, national, or regional, are followed. The legitimacy of the organization must be protected by all the employees of the company and those working on our behalf. All environmental, fair dealing, and safety rules must be followed. Financial fines, denial of government contractual privileges, jail for criminal wrongdoing, and damage to our business connections and reputation are all possible consequences of breaking the law. Every individual involved with us is expected to be accountable and ethical when it comes to our company's finances, goods, collaborations, and public image.

**2. Cordial Atmosphere in the Workplace**

Employees should treat one another with respect. Any form of discrimination, victimization, or harassment will not be tolerated by the company. Employees are expected to follow the company’s equal opportunity policy in all areas of their work, including interpersonal contacts, recruitment, and performance evaluation.

**3. Protection of Company Property**

Our Company's property, be it physical or digital, should be treated with care by all workers. Employees should not abuse or misuse Company equipment, and they should treat all corporate property with respect. This comprises intellectual property, trademarks, copyright, and other assets. Employees are expected to use them only for fulfilling their job responsibilities. Furthermore, using our assets for personal benefit or any illegal reason is banned.

**4. Professionalism**

* **Personal Appearance**

All employees are expected to follow our company’s dress code and look professional in the workplace.

* **Corruption**

We do not expect employees to accept gifts from clients or third parties. We discourage bribery for the advantage of any external or internal party.

* **Job Duties and Authority**

All employees are expected to perform their duties with honesty and respect towards their coworkers, stakeholders, clients, and community. Managers and supervisors are not encouraged to misuse their power. The responsibilities should be distributed to their team members based on their skills and workload. Similarly, we expect team members to follow their team leaders' directions and execute their tasks competently and on schedule.

* **Absenteeism and Tardiness**

We expect our employees to follow their work schedules. We can consider exceptions for emergencies/occasions that prevent the employees from working in their standard working hours or days. Employees are expected to always keep their supervisors informed about their delayed reporting or absenteeism.

* **Collaboration**

We encourage our employees to be friendly and collaborative. They should not try to hinder the workplace culture or present obstacles to the work of their colleagues.

* **Communication**

All the company employees should be open to communication with their colleagues, team members, and their supervisors.

* **Benefits**

Employees are not expected to take advantage of their benefits. The benefits include facilities, insurance, paid leaves, subscriptions, and other perks given by our company.

* **Policies**

Our company policies should be carefully read and adhered by all the employees of the company. Employees should approach the HR managers or the supervisors for any type of query they have.

**5. Limited Use of Social Media**

We encourage our employees to adhere to all the applicable laws and government social media standards. This Code of Conduct policy must be adhered to when using any social media. You must protect any confidential information related to the Company, its employees, customers, or third-party vendors. Unless requested by the company, we do not expect our employees to share or participate in any political or social publicity on behalf of the Company.

**6. Conflict of Interest**

Employees are expected to put their personal, financial, and other interests aside that may distract or stop them from performing their duties the right way.

**7. Financial integrity and Authority**

Financial and company records that are accurate and reliable are essential. You must not take any actions that could lead to our Company or our clients receiving incorrect or erroneous financial information. All submissions you make on our behalf to the Company or the client must be comprehensive and accurate.

**8. Our Deliverables**

For all company chances, employees must operate fairly and ethically. We serve our clients in the best interests of our clients, regardless of role. All representations, communications, and claims to customers must be accurate, comprehensive, and truthful. You must also not make or try to make any unlawful promises on behalf of the Company or our customer. Do not implicate or engage the Company inappropriately in your conflicts with clients or others.

**9. Confidential Information**

For any company, certain information is highly confidential, and also a valuable asset. Therefore, every director, agent, employee, or individual related to the company must protect it. Confidential information refers to any information that cannot be shared in front of the public, and personal information obtained from any source during the entire course of business. The only solution is to maintain the confidentiality of such information.

**Disciplinary Actions**

Our company can take serious disciplinary actions against the employees who intentionally or repeatedly fail to abide by our code of conduct policy. The disciplinary actions may vary depending on the seriousness of the violation.

Company disciplinary actions may include the following:

- Demotion

- Reprimand

- Suspension or termination depending on the seriousness of the issue

- Detracting the rights for a definite or indefinite time.