

Code of Conduct - General Behavior

General Behavior Standards:

Professionalism:

- Maintain courteous, respectful, and professional interactions at all times.

Work Environment:

- Contribute to a positive and productive workplace.
- Avoid disruptive behavior.

Communication:

- Clear, respectful communication expected internally and externally.
- Gossip, misinformation, and negativity discouraged.

Dress Code:

- Employees expected to adhere to business casual standards.

Conflict Resolution:

- Employees encouraged to resolve conflicts amicably or escalate through proper HR channels.

Reporting Violations:

- Employees must report inappropriate behavior to HR without fear of retaliation.

Code of Conduct - Ethics

Ethics Policy:

Integrity and Honesty:

- Act with integrity and honesty in all professional interactions.

Conflict of Interest:

- Employees must avoid personal, financial, or other interests that might conflict with the company's interests.

Gifts and Entertainment:

- Employees must avoid accepting gifts or entertainment that might influence decision-making.

Transparency:

- Maintain transparency in business operations, ensuring compliance with legal and regulatory requirements.

Anti-corruption:

- Zero tolerance towards bribery and corruption.
- Report any unethical activities immediately.

Compliance and Reporting:

- Regular ethics training mandatory for all employees.
- Ethical violations can lead to disciplinary action including termination.

Code of Conduct - Diversity & Inclusion

Diversity & Inclusion Policy:

Commitment:

- Dedicated to fostering an inclusive and diverse workplace.

Equal Opportunity:

- Employment decisions based solely on qualifications, merit, and abilities.

Harassment-Free Environment:

- Strict zero-tolerance policy against harassment or discrimination.

Accommodation:

- Reasonable accommodations provided for employees with disabilities.

Cultural Awareness:

- Regular diversity training to encourage cultural sensitivity and understanding.

Reporting and Support:

- Employees encouraged to report any discrimination or harassment incidents.
- HR committed to thorough investigation and appropriate action.

Inclusivity Initiatives:

- Employee resource groups to support diverse employee communities.