**Confidentiality, Conduct & Anti-Harassment Policy**

**1. Purpose of This Policy**

Our company is committed to providing a safe, respectful, and professional work environment where all employees feel valued and protected. This policy explains your responsibilities regarding **confidentiality**, **workplace conduct**, and **harassment prevention**. It applies to all employees, regardless of position, location, or type of employment (full-time, part-time, temporary, or contractual).

**2. Confidentiality**

You may come across sensitive information in the course of your work. This could include:

* Company trade secrets, business strategies, and financial data
* Client or customer personal information
* Internal processes, software, designs, or product plans
* Employee personal records and contact details

**Your Responsibilities**

* Do **not** share, copy, or discuss confidential information with anyone who is not authorized to know it.
* Do **not** take confidential documents, files, or materials outside the workplace unless authorized by management.
* Do **not** post or discuss company information on social media, even on personal accounts.
* Protect passwords, access cards, and company devices.

**After You Leave the Company**

Your duty to protect confidential information continues **even after you resign or your employment ends**. Any unauthorized use or disclosure of company information can lead to legal action.

**3. Workplace Conduct**

We expect all employees to behave in a way that supports a **professional, respectful, and inclusive** work environment.

**Basic Conduct Standards**

* Be respectful and professional toward colleagues, clients, and visitors at all times.
* Follow all company rules, procedures, and safety guidelines.
* Maintain honesty and integrity in all work-related activities.
* Dress appropriately for your role and follow the company dress code.
* Avoid any behavior that could damage the company’s reputation.

**Prohibited Behavior**

* Disrespectful, aggressive, or abusive language or actions
* Threats, intimidation, or any form of workplace bullying
* Discrimination or harassment of any kind
* Misuse of company resources for personal gain
* Unauthorized absence from work without notifying your manager

**4. Anti-Harassment**

The company has **zero tolerance** for harassment in any form — whether verbal, physical, visual, or digital.

**What Counts as Harassment**

* **Sexual Harassment**: unwanted sexual advances, inappropriate touching, suggestive comments, or sharing sexual content
* **Verbal Harassment**: insults, jokes, or slurs based on gender, nationality, religion, disability, or other protected characteristics
* **Physical Harassment**: hitting, pushing, or any unwelcome physical contact
* **Digital Harassment**: sending offensive messages, images, or videos through email, chat, or social media
* **Bullying**: repeated actions intended to intimidate, humiliate, or undermine someone

**Your Rights and Protections**

* You have the right to work in an environment free from harassment.
* Any complaint will be taken seriously, investigated promptly, and kept as confidential as possible.
* Retaliation against anyone who reports harassment or takes part in an investigation is strictly prohibited.

**5. Reporting Concerns**

If you experience or witness any breach of this policy:

1. Report it immediately to your direct manager, HR department, or through the company’s confidential reporting channel.
2. Provide details such as dates, times, people involved, and any evidence if possible.
3. If your manager is involved, go directly to HR or higher management.

**6. Consequences of Violations**

Breaking this policy may result in disciplinary action, which can include:

* Verbal or written warnings
* Suspension from work
* Termination of employment
* Legal action, if applicable

**7. Final Note to All Employees**

We all share the responsibility to maintain a respectful, harassment-free, and trustworthy workplace. If you are unsure about whether something is appropriate — **ask before acting**. The company is here to support you, and your safety and dignity matter.