

## **Company General Policy**

**1. Introduction** Theta is committed to maintaining a professional, ethical, and inclusive work environment. This general policy outlines our principles, expectations, and guidelines for employees, customers, and partners.

### **2. Code of Conduct**

- Employees are expected to act with integrity, honesty, and professionalism.
- Discrimination, harassment, and workplace violence will not be tolerated.
- Confidential information must be protected and not disclosed to unauthorized parties.

### **3. Workplace Environment**

- We promote diversity, equity, and inclusion in all aspects of our operations.
- Health and safety regulations must be followed to ensure a safe working environment.
- Employees must adhere to ethical business practices and avoid conflicts of interest.

### **4. Customer Relations**

- Customers should be treated with respect and courtesy at all times.
- Complaints and concerns should be addressed promptly and professionally.
- All transactions must be conducted transparently and fairly.

### **5. Product and Service Standards**

- Theta provides high-quality laptops, phones, and tablets.
- All products undergo quality control to meet industry standards.
- Customers have a 7-day return policy for eligible products.

### **6. Data Protection and Privacy**

- We adhere to data protection laws and safeguard customer and employee information.
- Personal data is collected, stored, and processed responsibly.

### **7. Compliance and Legal Obligations**

- Employees and partners must comply with all applicable laws and regulations.
- Any violations of legal or ethical policies should be reported immediately.

**8. Policy Updates** Theta reserves the right to modify this policy as necessary. Any updates will be communicated to relevant stakeholders.

For any inquiries, please contact us at [theta@gmail.com](mailto:theta@gmail.com) or call 1234567890.