

An effective set of rules for employee behavior within a company is essential to ensure a productive and

**Punctuality and Reliability:**

Arrive at work and meetings on time.

Inform the relevant parties in a timely manner in case of delays or absences.

**Professional Behavior:**

Dress appropriately according to the company dress code.

Avoid loud behavior, inappropriate language, or disruptive activities.

**Communication:**

Listen actively and respect the opinions of others.

Avoid interrupting someone while they are speaking.

Use appropriate communication channels for professional matters.

**Teamwork and Collaboration:**

Support and respect your colleagues.

Share knowledge and resources with your team.

Avoid unnecessary conflicts; look for constructive solutions.

**Privacy and Confidentiality:**

Always treat company internal information confidentially.

Use company data only for business purposes and never for personal gain.

**Use of Company Property:**

Handle company property carefully and use it only for professional purposes.

Avoid personal use of company resources unless explicitly allowed.

**Health and Safety:**

Follow all safety regulations and procedures.

Report unsafe conditions or potential hazards.

Avoid the consumption of alcohol or drugs at the workplace.

**Integrity and Honesty:**

Always behave ethically and honestly.

Avoid any form of bribery, corruption, or unethical behavior.

**Respect and Diversity:**

Do not discriminate against anyone based on gender, race, religion, age, sexual orientation, or any other

Promote an inclusive work environment where everyone feels valued and respected.

**Continual Learning and Development:**

Actively participate in training and development opportunities.

Be open to feedback and constantly seek ways to improve.