

## **MadeUpName, LLC**

### **Code of Conduct & Ethics Policy**

#### **Purpose**

This policy outlines the standards of conduct expected of all employees, contractors, and representatives of MadeUpName, LLC. Our goal is to maintain an ethical, respectful, and professional workplace that reflects our values of integrity, collaboration, and innovation.

#### **Scope**

This policy applies to all employees, contractors, and interns of MadeUpName, LLC, whether working on-site, remotely, or at client locations.

#### **1. Professional Integrity**

Employees are expected to act honestly, ethically, and in the best interest of MadeUpName, LLC at all times. Misrepresentation, fraud, or any form of dishonesty is not tolerated.

#### **2. Respect and Inclusion**

We value diversity and inclusion. All employees must treat others with respect, regardless of race, gender, age, religion, sexual orientation, or background. Discrimination, harassment, or bullying of any kind is prohibited.

#### **3. Confidentiality**

Employees must protect company and client information. Confidential data, source code, and client deliverables must not be shared externally without prior authorization.

#### **4. Conflict of Interest**

Employees should avoid any situation where personal interests conflict with company interests. Any potential conflicts must be disclosed to HR or a manager.

#### **5. Compliance with Laws and Policies**

Employees must comply with all applicable laws, as well as internal policies such as those covering data protection, IT use, and workplace safety.

#### **6. Fair Competition**

Employees must not engage in unfair business practices or misuse proprietary or confidential information obtained from competitors or clients.

#### **7. Use of Company Resources**

Company resources, including time, equipment, and software, should be used responsibly and primarily for business purposes.

#### **8. Reporting Misconduct**

Any suspected violation of this policy should be reported through the appropriate internal channels, as described in the Whistleblower & Reporting Policy. Retaliation against individuals who report in good faith is strictly prohibited.

## **9. Disciplinary Action**

Violations of this policy may result in disciplinary action, up to and including termination of employment.

**Effective Date:** January 2025

**Next Review Date:** January 2026

**Policy Owner:** Human Resources Department