

# **Code of Conduct and Professional Standards**

## **Professional Behavior**

Treat all colleagues, clients, and partners with respect and professionalism. Discrimination, harassment, or bullying of any kind will not be tolerated.

Maintain confidentiality of sensitive company and customer information. Use company resources responsibly and for business purposes.

## **Workplace Harassment Policy**

We are committed to providing a harassment-free workplace. Harassment includes unwelcome conduct based on protected characteristics including race, gender, religion, age, or disability.

Sexual harassment, including unwanted advances, inappropriate comments, or creating a hostile environment, is strictly prohibited.

## **Reporting Violations**

Report any violations of this code to your manager, HR, or through our anonymous ethics hotline. All reports are investigated promptly and confidentially.

Retaliation against anyone who reports concerns in good faith is prohibited and will result in disciplinary action.

## **Conflicts of Interest**

Disclose any potential conflicts of interest including outside employment, financial interests in competitors or vendors, or personal relationships with colleagues in reporting lines.

Approval may be required for certain outside activities. When in doubt, consult with HR.

## **Social Media Guidelines**

You're welcome to mention your employment on social media, but make clear that views expressed are your own, not the company's.

Don't share confidential information, disparage the company or colleagues, or engage in harassment online. Represent the company professionally.

## **Disciplinary Process**

Violations may result in disciplinary action ranging from verbal warning to termination, depending on severity. Serious violations may result in immediate termination.

Employees have the right to respond to allegations and present their perspective during investigations.